

COURSE OUTLINE
BMGT-240
Human Resource Management
3 Semester Hours

HOWARD COMMUNITY COLLEGE

Description

This course focuses on practical and theoretical concepts relating to the management of people and concentrates on the human element in businesses today. Students will learn aspects of staffing (hiring process), performance appraisals, supervision, and analyses of key legislation affecting the management of personnel. Students will deal with six highly interdependent areas: Human Resource Development, Employee Relations/Motivation, Legal Compliance, Compensation and Benefits, Safety and Health, and Employee Labor Relations.

Prerequisite: BMGT 100 (3 hours weekly)

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Describe the functions and duties of a personnel department in relation to the rest of the organization.
2. Describe a typical personnel recruiting and selection process.
3. Describe various types of employee training programs.
4. Compare and contrast several theories of motivation.
5. Relate the importance of sound personnel policies to employee morale, employee efficiency, and organizational goals.
6. Identify various leadership styles.
7. Identify various communication efforts used by organizations.
8. Develop a list of benefits that an organization should have and discuss some trends in benefit cost containment.
9. Identify various laws and regulations and describe how they affect personnel decisions.
10. Discuss equal employment legislation and affirmative action programs and the impact of cultural diversity on human resource management.
11. Discuss wage/salary issues in human resource management.
12. Analyze the diagnostic approach to looking at personnel problems.
13. Analyze and/or design a resume.
14. Analyze Human Resource Management software.
15. Research the Human Resource Management aspects of company websites.

Major Topics

- I. The Role of Human Resource Management in an Organization
- II. Recruiting and Hiring
- III. Communication in the Organization
- IV. Motivating Theories
- V. Training and Development
- VI. The Legal Environment – Current Legislation and Its Impact
- VII. Employee Benefits
- VIII. Analyzing Personnel Problems – Evaluating
- IX. Career Issues in Human Resource Management
- X. Analyzing Human Resources Technology

Course Requirements

Grading/Exams: Grading procedures will be determined by the individual faculty member but will include several exams, analysis through course studies, and class participation.

Writing: Specific writing assignments will be determined by the individual faculty member. All students will be expected to study cases and write analyses of them.

Other Course Information

This course is a business elective and is required for Business Management career majors.

This course would be useful for anyone working in, or planning to work in, Human Resource Management.