

# **COURSE OUTLINE**

## **MAMT-240 Personnel Management 3 Semester Hours**

### **HOWARD COMMUNITY COLLEGE**

#### **Description**

Management concepts are focused on the human element in business enterprises using lectures, videos, case studies and class discussions. Specific topics include employment, employee motivation, training, human relations, and employee representation. Techniques of supervision will be emphasized. 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 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 current 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. Discuss the diagnostic approach to looking at personnel problems.
13. Analyze and/or design a resume.

#### **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

### **Course Requirements**

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- several exams
- analysis through course studies
- 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 required for Business Management and Retailing career programs, and serves as a business elective for others. This course would be useful for anyone currently working or who plans to work in Human Resource Management.