

COURSE INFORMATION

Course Prefix/No:	MGT-201
Course Title:	HUMAN RESOURCE MANAGEMENT
Lec Hrs/Week:	3.0
Lab Hrs/Week:	0.0
Credit Hrs/Semester:	3.0

DL ATTENDANCE/VA STATEMENT TEXTBOOK INFORMATION

COURSE DESCRIPTION

This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis; recruitment, selection and assessment of personnel; and wage, salary, and benefit administration.

COURSE COMPETENCIES

To complete this course successfully, a student should be able to:

Module 1 – HUMAN RESOURCE MANAGEMENT ENVIRONMENTAL INFLUENCES

- Discuss the evolution of management practices applicable to the staffing function
- Identify societal and demographic changes/influences affecting HR management
- Summarize government legislation affecting HR management
- Discuss the economic and technological environment of HR management
- Recognize the influence of organized labor on HR management

Module 2 – HUMAN RESOURCE ACQUISITION, TRAINING, DEVELOPMENT, REWARDS, COMPENSATION, and BENEFITS

- Discuss job analysis and the determination of personnel requirements
- Recognize replacement planning
- Discuss the objectives of recruiting
- Identify and compare/contrast recruiting sources that are appropriate for positions at various levels in the organization
- Identify and compare/contrast selection methods applicable for positions at various levels in the organization
- Explain the socialization process (formal and informal)
- Compare/contrast new employee orientation to/from new employee socialization
- Discuss new employee training and contrast with incumbent-employee training
- Compare/contrast employee training to/from employee development
- Describe career development both from the employee viewpoint and from the organizational viewpoint
- Discuss the relationship between motivational theories and rational job design
- Explain why performance evaluations matter in HR management

- Identify and discuss performance evaluation tools and techniques appropriate at different levels of the organization
- Identify and discuss non-financial rewards and their potential impact on motivation
- Give examples of factors affecting an organization's compensation system
- Describe various methods to structure a compensation system
- Explain the potential impact of compensation on motivation
- Identify benefits required by law
- Discuss optional benefits, factors affecting an organization's employee benefit plan, and the potential affect of benefits on motivation

Module 3 – MAINTENANCE OF THE HUMAN RESOURCE

- Discuss safety and health factors affecting HR management
- Identify and discuss communications issues that relate to HR management
- Describe methods of maintaining order and discipline in the organization
- Discuss labor relations within the context of both the organized labor movement and the evolution of management practices

MINIMUM STANDARDS

The letter-based grading system (A, B, C ...) is explained in the York Technical College Catalog and Handbook. A letter grade of "C" is required for this course to count toward graduation from a degree or certificate program.

COURSE REQUIREMENTS

PREPARATION: At the first class meeting, the instructor will provide:

- Instructor contact information
- Text book(s) identification
- Term assignments (readings, projects, etc.)
- Other section specific information

For the remaining class meetings, come to class prepared to express and defend your interpretations of the assigned material.

ATTENDANCE: Students who are absent from a class more than 20 percent of the hours assigned will be withdrawn. (YTC Catalog and Handbook) Absences are counted from the first scheduled class. Students should be in place and ready at the scheduled class start time and should plan to remain until class is dismissed at the end of the period. Late arrivals and early departures are disruptive and discourteous and may count as an absence.

ACADEMIC HONESTY: Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action. (YTC Catalog and Handbook)

PERSONAL CONDUCT: The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship. (YTC Catalog and Handbook.) The College reserves the right to decline admission, to suspend, or to require the withdrawal of anyone whose conduct is disruptive to the educational process. (YTC Catalog and Handbook)

EVALUATION STRATEGIES/GRADING

The course letter grade will be based on a 100 percentage-point scale with ten point segments on the scale separating each letter:

A = 90 or more

B = 80 to 89

C = 70 to 79

D = 60 to 69 (does not count toward a graduation requirement)

F = less than 60 (does not count toward a graduation requirement)

The final course grade will be based on the results of evaluation events (tests, quizzes, projects, reports, etc.) in the following approximate proportions: (see end notes)

Module 1 20 percent

Module 2 60 percent

Module 3 20 percent

Components making up the course grade consist of one (or more) test(s) per module. Other graded events (quizzes, projects, reports, etc.), if any, will be specified by the instructor in the instructor addendum to this syllabus.

ENTRY-LEVEL SKILLS

Admission to a York Technical College degree, diploma, or certificate program, or equivalent admission in a sister institution, constitutes possession of entry-level skills.

PREREQUISITES

None

CO-REQUISITES

None

TOPIC/CONTENT OUTLINE (sequence may vary, emphasis is not equal)

- HR management overview
- Societal and cultural environment
- Legal environment
- Personnel planning

- Job analysis and job design
- Recruitment
- Selection
- Orientation and socialization
- Training and development
- Motivation and rewards
- Performance evaluation
- Job evaluation and compensation administration
- Benefits and benefit administration
- Employee retention and separation
- Employee safety and health
- Communications and the maintenance of good discipline
- Labor relations and organized labor

NOTE: The focus of the course is the HR environment that currently exists in the United States. Trans-national HR practices, if addressed, are subsidiary to the primary emphasis.