

GENERAL INFORMATION			
Name: Christopher Rogers	Phone #: 7-2469		
Course Prefix/Number: MAN 3301	Course Title: Human Resources Management		
Number of Credits: 3			
Degree Type	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input checked="" type="checkbox"/> B.A.S <input type="checkbox"/> A.A. <input type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> C.C.C. <input type="checkbox"/> A.T.C. <input type="checkbox"/> V.C.C		
Date Submitted/Revised: 3-20-08	Effective Year/Term: 2009-2		
<input checked="" type="checkbox"/> New Course Competency <input type="checkbox"/> Revised Course Competency			
Course to be designated as a General Education course (part of the 36 hours of A.A. Gen. Ed. coursework): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
The above course links to the following Learning Outcomes: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Communication  <input type="checkbox"/> Numbers / Data  <input checked="" type="checkbox"/> Critical thinking  <input checked="" type="checkbox"/> Information Literacy  <input checked="" type="checkbox"/> Cultural / Global Perspective               </td> <td style="width: 50%; vertical-align: top;"> <input checked="" type="checkbox"/> Social Responsibility  <input checked="" type="checkbox"/> Ethical Issues  <input type="checkbox"/> Computer / Technology Usage  <input type="checkbox"/> Aesthetic / Creative Activities  <input type="checkbox"/> Environmental Responsibility               </td> </tr> </table>		<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Numbers / Data <input checked="" type="checkbox"/> Critical thinking <input checked="" type="checkbox"/> Information Literacy <input checked="" type="checkbox"/> Cultural / Global Perspective	<input checked="" type="checkbox"/> Social Responsibility <input checked="" type="checkbox"/> Ethical Issues <input type="checkbox"/> Computer / Technology Usage <input type="checkbox"/> Aesthetic / Creative Activities <input type="checkbox"/> Environmental Responsibility
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Course Description (limit to 50 words or less, <b>must correspond with course description on Form 102</b> ): The student will learn the functions of Human Resource Management including human resource planning, strategic development of human resources, recruitment techniques, selection and hiring processes, compensation systems, development of policy and procedures for effective and ethical human resource management, performance review and evaluation systems, working effectively with organized labor, retention of employees, and current issues in human resource management. The course will also include an exploration of human resources within the global business environment of a boundless organization.			
Prerequisite(s):    MAN2021	Corequisite(s): N/A		

**Course Competencies:** (for further instruction/guidelines go to: <http://www.mdc.edu/asa/curriculum.asp>)

Competency 1: The student will demonstrate an understanding of how the human resources function fits into today's organization by:

1. describing the function of human resource management.
2. defining the modern perspective of human resources.
3. describing the process of developing a human resources strategy.
4. explaining the process of human resources planning.

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<b>Reviewed By Director of Academic Programs Date:</b> _____	

Competency 2: The student will demonstrate an understanding of the concepts that enable a supervisor or manager to fulfill the requirements of human resources by:

1. defining Equal Employment Opportunity.
2. providing a historical perspective of EEO legislation.
3. listing the current issues that arise in EEO.
4. explaining what is involved in a job analysis.
5. describing a job description.
6. explaining why empowerment and compassion for the employee are so important to today's worker.

Competency 3: The student will understand what human resources can do to improve overall organizational effectiveness by:

1. describing the functions of recruitment.
2. defining the best approaches for employee selection.
3. describing the importance of diversity in the workplace.
4. defining how career development and retention are best accomplished.
5. describing an effective evaluation and feedback system.

Competency 4: The student will be able to demonstrate how effective compensation systems work by:

1. defining compensation.
2. describing the popular compensation strategies.
3. describing how reward systems should be structured.
4. defining employee benefits.
5. describing the most popular types of benefits and how they are administered.

Competency 5: The student will demonstrate an understanding of employee job security and retention functions by:

1. defining job security.
2. describing what most people look for in a job.
3. planning a program to at least meet the needs of the employees.
4. focusing on job safety and employee health issues.

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Competency 6: The student will demonstrate an understanding of the current issues and topics that are salient to human resources management by:

1. explaining how management can please the workers through human resource management.
2. describing the dynamic issues in human resource management.
3. understanding the labor relations and collective bargaining issues.
4. describing where human resources are going in the future.

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