Miami Dade College

Course Description

MAN2300 | Human Resources Management | 3.00 credits

Reviews how the personnel/human resources department contributes to overall planning and profitability of an organization. Major topics include typical personnel functions: recruitment and selection, training, performance appraisal, job analysis, and compensation and benefits administration. Class discussions will focus on changing value systems in the work force and the resulting challenges for managers.

Course Competencies:

Competency 1: The student will review how the personnel/human resources department contributes to the overall planning and profitability of an organization, with a focus on typical personnel functions by:

1. Exploring the role of the personnel/human resources department in the overall planning and profitability of an organization, understanding how effective management of human resources can contribute to organizational success
2. Assessing the impact of recruitment and selection processes on organizational performance, evaluating strategies for attracting and retaining top talent that aligns with organizational goals and values
3. Analyzing the role of training and development programs in enhancing employee skills and competencies, identifying how effective training initiatives contribute to improved performance and productivity

Competency 2: This course aims to familiarize students with major topics related to personnel functions, including recruitment and selection, training, performance appraisal, job analysis, and compensation and benefits administration by:

1. Investigating recruitment and selection processes, exploring different strategies and techniques for identifying and attracting qualified candidates, and understanding the importance of aligning recruitment practices with organizational needs and goals
2. Evaluating the importance of performance appraisal systems in assessing employee performance, identifying strengths and areas for improvement, and aligning individual goals with organizational objectives
3. Examining job analysis techniques and their role in defining job requirements, responsibilities, and qualifications, ensuring accurate job descriptions and effective workforce planning

Competency 3: Class discussions in this course will focus on changing value systems in the workforce and the resulting challenges for managers.

1. Engaging in class discussions to explore the evolving value systems in the workforce, discussing the impact of societal, cultural, and generational shifts on work attitudes, expectations, and motivations
2. Analyzing the challenges that managers face in adapting to changing value systems, discussing strategies for effectively managing diverse workforces and fostering inclusive and supportive work environments
3. Reflecting on personal and organizational values in the context of changing workforce dynamics, considering the ethical implications and opportunities for aligning individual and organizational values to enhance employee engagement and organizational performance

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Demonstrate knowledge of ethical thinking and its application to issues in society