Miami Dade College

Course Description

MAN3301 | Human Resource Management | 3.00 credits

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.

Course Competencies:

Competency 1: The student will demonstrate an understanding of how Human Resources function within a modern organization by:

1. Examining the function of human resource management
2. Appraising the modern perspective of human resources management
3. Formulating the processes required for developing a human resources strategy that would be effective in today's business world
4. Creating a process for human resources planning

Competency 2: The student will demonstrate an understanding of the methodologies used by a manager to meet and exceed the legal requirements falling within human resource management by:

1. Examining Equal Employment Opportunity Law (EEO)
2. Reconstructing the EEO legislation from the historical perspective
3. Illustrating the current issues that tie to the EEO legislation
4. Considering the steps involved in a job analysis
5. Composing a job description
6. Evaluating how empowering employees and compassion are essential to today's workers

Competency 3: The student will prove an understanding of what human resources can do to contribute to organizational effectiveness by:

1. Weighing the functions of recruitment
2. Comparing and contrasting the best approaches for the employee selection process
3. Examining the importance of diversity in the workplace
4. Appraising how career development and retention can best be undertaken
5. Selecting a practical evaluation and feedback system

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

1. Evaluating compensation approaches and methods
2. Comparing and contrasting the popular compensation strategies
3. Comparing and contrasting reward systems that could motivate employees
4. Rating employee benefits packages
5. Classifying the most popular employee benefits and how they can be administered to satisfy employees best

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

1. Assessing job security and its influence on job satisfaction
2. Deducing what most people look for in a job
3. Selecting a job security and retention program that will meet or exceed the needs of most employees
4. Measuring the effectiveness of job safety and employee health programs

Competency 6: The student will demonstrate an understanding of the current issues and topics that are salient to human resources management by:
1. Explaining methods management could use to improve employee satisfaction with human resource management techniques
2. Differentiating among the dynamic human resource management issues in today's modern organization
3. Assessing the labor relations and collective bargaining issues in medium and large organizations

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
- Demonstrate knowledge of diverse cultures, including global and historical perspectives
- Create strategies that can be used to fulfill personal, civic, and social responsibilities