MAN 3301  Human Resource Management

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. Must pass course with a grade of "C" or higher. (3-hour lecture)

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<tr>
<th>Course Competency</th>
<th>Learning Outcomes</th>
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| **Competency 1:** The student will demonstrate an understanding of how Human Resources function within a modern organization by: | • Communication  
• Critical thinking |
| 1. Examining the function of human resource management. | |
| 2. Appraising the modern perspective of human resources management. | |
| 3. Formulating the processes that would be 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: | • Communication  
• Critical thinking  
• Cultural / Global Perspective  
• Social Responsibility  
• Ethical Issues |
| 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. | |

Updated Spring 2021
6. Evaluating how empowering employees and being compassionate are important to today’s workers.

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

- Critical thinking
- Social Responsibility
- Ethical Issues

| 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 an effective evaluation and feedback system. |

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

- Critical thinking
- Ethical Issues

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

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

- Critical thinking
- Ethical Issues

| 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. |

**Course Competency 6:** The student will

- Critical thinking
- Cultural / Global Perspective

Updated Spring 2021
demonstrate an understanding of the current issues and topics that are salient to human resources management by:

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<td>Ethical Issues</td>
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1. Proposing methods that 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 that prevail in medium and large organizations.