

COLLEGE OF SAN MATEO

COURSE OUTLINE

COURSE TITLE Management of Human ResourcesDEPT./NUMBER MGMT 215UNITS OF CREDIT 3LEC. HOURS/WEEK 3COURSE LENGTH semesterDEGREE APPLICABLE AA

LAB. HOURS/WEEK _____

NON-DEGREE APPLICABLE _____

OTHER HOURS/WEEK _____

1. CATALOG DESCRIPTION

MANAGEMENT OF HUMAN RESOURCES (3). Three lecture hours per week. Line supervision and personnel function in industry: selection and placement; wage and salary procedures; training and evaluation.

2. CLASS SCHEDULE DESCRIPTION (125 characters)

Understanding of the personnel function as it relates to industry; selection and placement, wage and salary procedures, training, and evaluation

3. PREREQUISITES AND COMPETENCY LEVELS REQUIRED (Title 5 Plan, p. 19)

none

4. COURSE OBJECTIVES (Must include objective(s) which involve "critical thinking," Title 5 Plan, p. 20.)

- A. Describe practical applications of Human Resource Management theories
- B. Develop an understanding of the HR function in relation to the line manager
- C. Develop an appreciation of the importance of the individual employee to the success of the business enterprise
- D. Evaluate principles and techniques for working with and supervising others
- E. Analyze hiring processes with emphasis on the interviewing process

5. RECOMMENDED TEXT MATERIALS

Managing Human Resources, 8th edition
 Sherman, Bohlander, Chruden
 Southwestern Publishing Co.
 or equivalent text at instructor's option

6. SUPPLIES NEEDED

optional per instructor

7. SCOPE OF THE COURSE (Attach topical outline)

see attached

8. EVALUATION (Include examinations, skills demonstrations, writing assignments, and other measures of ability to apply critical analysis. Include standards of evaluation where appropriate. Examples to be on file in Division Office.)

quizzes, final exam, oral presentations, case studies

PREPARED BY:

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MGMT 215 Management of Human Resources

Scope of the Course:

- A. The Human Resource Function and Scope in the Business Enterprise
- B. Objectives of Human Resource Management
- C. Line and Staff Functions and Frictions
- D. The Individual Employee
- E. Recruitment
- F. Selection
- G. Performance Evaluation
- H. Motivation
- I. Training and Development
- J. Discipline
- K. Termination
- L. Legal Issues
- M. Labor Relations
- N. Wages and Salaries
- O. Employee Benefits and Services
- P. Incentives for Effective Performance
- Q. Future Trends