College of San Mateo
Official Course Outline

1. COURSE ID: MGMT 215  
   TITLE: Management of Human Resources
   Semester Units/Hours: 3.0 units; a minimum of 48.0 lecture hours/semester
   Method of Grading: Letter Grade Only

2. COURSE DESIGNATION:
   Degree Credit
   Transfer credit: CSU

3. COURSE DESCRIPTIONS:
   Catalog Description:
   This course is an overview of the Fundamentals of Human Resource Management to include: HR Strategy and Planning, Recruiting, Training and Development methods, basics of Compensation and Benefits, contemporary HR Policies and Practices, Government Regulation (EEOC, OSHA), Employee and Labor Relations.

4. STUDENT LEARNING OUTCOME(S) (SLO'S):
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Demonstrate a basic understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.
   2. Understand critical Federal, State, or local laws implemented by the Human Resource team.
   3. Explain practical Human Resource tools and methods and how to apply those tools and methods in one's own work environment.
   4. Discuss the effect of Human Resource policies and programs on employees, on the success of the business, and on the wider community.
   5. Demonstrate professional business communication skills during class exercises and in written business briefings.

5. SPECIFIC INSTRUCTIONAL OBJECTIVES:
   Upon successful completion of this course, a student will be able to:
   1. Demonstrate a basic understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.
   2. Understand critical Federal, State, or local laws implemented by the Human Resource team.
   3. Explain practical Human Resource tools and methods and how to apply those tools and methods in one's own work environment.
   4. Discuss the effect of Human Resource policies and programs on employees, on the success of the business, and on the wider community.
   5. Demonstrate professional business communication skills during class exercises and in written business briefings.

6. COURSE CONTENT:
   Lecture Content:
   1. Human Resource Management Today
   2. Strategy and Planning for Human Resources Functions
   3. Staffing, Recruitment and Selection Methods
   4. Orienting, Training and Developing Employees
   5. Setting Goals and Conducting Appraisals
   6. Effective Performance and Career Counseling
   7. Methods of Compensating Employees
   8. Modern Benefit Concepts and Programs
   9. Effective Employee Relations
   10. Government Regulation (ie. EEOC, OSHA, California DIR)
   11. Health, Wellness and Job Safety
   12. Labor Relations and Collective Bargaining
   13. Managing Human Resources Globally
   14. Ethics
   15. Other relevant topics
7. REPRESENTATIVE METHODS OF INSTRUCTION:
   Typical methods of instruction may include:
   1. Lecture
   2. Activity
   3. Critique
   4. Discussion
   5. Guest Speakers
   6. Individualized Instruction
   7. Other (Specify): Weekly student required reading of textbook or supplemental materials. Use of Management Case Studies with class discussion or written analysis. Review of subject matter videos, with team problem solving and discussions.

8. REPRESENTATIVE ASSIGNMENTS
   Representative assignments in this course may include, but are not limited to the following:
   Writing Assignments:
   Analyze Case Study and submit 2 page paper stating recommended resolution.

9. REPRESENTATIVE METHODS OF EVALUATION
   Representative methods of evaluation may include:
   1. Class Participation
   2. Class Work
   3. Exams/Tests
   4. Group Projects
   5. Home Work
   6. Oral Presentation
   7. Papers
   8. Projects
   9. Quizzes
   10. Research Projects
   11. Written examination

10. REPRESENTATIVE TEXT(S):
    Possible textbooks include:
    Other:
    1. or equivalent text at instructor's option

   Origination Date: August 2010
   Curriculum Committee Approval Date: October 2012
   Effective Term: Fall 2013
   Course Originator: Anne Figone

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