

College of San Mateo
Official Course Outline

1. **COURSE ID:** MGMT 215 **TITLE:** Human Resources Management
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; 96.0-108.0 Homework hours; 144.0-162.0 Total Student Learning hours
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 including strategy and planning, recruiting, training and development, compensation and benefits, contemporary HR policies and practices, working with diversity, employment law and labor relations.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
Upon successful completion of this course, a student will meet the following outcomes:
 1. Summarize core functions of the human resource profession as practiced in a contemporary business setting.
 2. Examine Federal, State, and local employment law and regulations and analyze the impact on the organization.
 3. Discuss the effect of human resource policies and programs on a diverse group of employees, on the success of the business, and on the wider community.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
Upon successful completion of this course, a student will be able to:
 1. Define the roles and activities of a company's human resource management function.
 2. Discuss how to strategically plan for the human resources needed to meet organizational goals and objectives.
 3. Define the process of job analysis and discuss its importance as a foundation for human resource management practice.
 4. Compare and contrast methods used for selection and placement of human resources.
 5. Describe the steps required to analyze, develop, implement, and evaluate an employee training program.
 6. Identify and explain the issues involved in establishing compensation systems.
 7. Identify how new technology, such as social networking, is influencing human resource management.
 8. Describe the importance of employee and labor relations and managing risk.

6. **COURSE CONTENT:**
Lecture Content:
PART I: INTRODUCTION
 1. Managing Human Resources Today
 2. Managing Equal Opportunity and Diversity
 3. Human Resource Strategy and Performance
PART II: STAFFING: WORKFORCE PLANNING AND EMPLOYMENT
 4. Job Analysis and Talent Management
 5. Personnel Planning and Recruiting
 6. Selecting Employees
PART III: TRAINING AND HUMAN RESOURCE DEVELOPMENT
 7. Training and Developing Employees
 8. Performance Management and Appraisal Today
 9. Managing Careers
PART IV: COMPENSATION AND TOTAL REWARDS
 10. Developing Compensation Plans

11. Pay for Performance and Employee Benefits

PART V: EMPLOYEE AND LABOR RELATIONS

12. Maintaining Positive Employee Relations

13. Labor Relations and Collective Bargaining

14. Improving Occupational Safety, Health, and Risk Management

PART VI: SPECIAL TOPICS IN HUMAN RESOURCE MANAGEMENT

Module A: Managing HR Globally

Module B: Managing Human Resources in Small and Entrepreneurial Firms

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

A. Lecture

B. Activity

C. Critique

D. Discussion

E. Guest Speakers

F. Individualized Instruction

G. 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 2-4 page paper stating recommended resolution.

Reading Assignments:

Weekly student required reading of textbook or supplemental materials.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

A. Class Participation

B. Class Work

C. Exams/Tests

D. Group Projects

E. Homework

F. Oral Presentation

G. Papers

H. Projects

I. Quizzes

J. Research Projects

K. Written examination

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

A. Noe, R., Hollenbeck, J., Gerhart, B., & Wright, P.. *Fundamentals of Human Resource Management*, 9th ed. New York: McGraw-Hill, 2022

Other:

A. or equivalent text at instructor's option

Origination Date: November 2023

Curriculum Committee Approval Date: December 2023

Effective Term: Fall 2024

Course Originator: Peter von Bleichert