



Course Name: Human Resources Management

Course Number: BMG* 220

Credits: 3

Catalog description: An objective analysis of functions involved in the administration of human relations in organizations. Topics include principles of organization, processes, systems and methods used in the selection, training and recruitments of the work force; motivation and communications; compensation and fringe benefits and approaches used in maintaining good industrial relations.

Prerequisite, Corequisite, or Parallel: ENG*101 or Permission of Instructor

General Education Competencies Satisfied:

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

BUS Business elective

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:

1. Describe the various issues pertaining to human resource and the law
2. Explain the steps, components and processes in recruiting and placement
3. Explain the steps, components, methods and techniques in training and development
4. Contrast the elements of various compensation plans and programs



5. Describe the current trends and methods manifested in labor relations and collective bargaining
6. Explain the current issues relating to employee health and safety

Course Content:

INTRODUCTION

- A. The Strategic Role of Human Resources
- B. Equal opportunity and the law

RECRUITMENT AND PLACEMENT

- A. Job Analysis
- B. Personal Planning and Recruiting
- C. Employee Testing and Selection
- D. Interviewing Candidates

TRAINING AND DEVELOPMENT

- A. Orientation and Training
- B. Developing Managers
- C. Managing Quality and Productivity
- D. Appraising Performance
- E. Managing Careers

COMPENSATION

- A. Establishing Pay Plans
- B. Pay for Performance and Financial incentives
- C. Benefits and Services

LABOR RELATIONS AND EMPLOYEE SECURITY

- A. Labor Relations and Collective Bargaining
- B. Guaranteed Fair Treatment
- C. Employee Safety and Health
- D. Managing Human Resources in an International Business
- E. Global Human Resource Management

Date Course Created:

Date of Last Revision: 04/01/2017