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Management (MGMT) 1500 Introduction to Human Resources Management (3 Units) CSU
[formerly Management 10]

Advisory: Mathematics 1050 and Business 1500 strongly recommended

Total Hours: 48 hours lecture

Catalog Description: This course provides an overview of the functional areas of Human Resource Management (HRM). The course begins by examining environmental factors such as legislation, organizational strategy, labor, and global issues. Next the HR process is examined - recruiting, training, compensation, benefits, performance appraisal, and termination. Throughout the course, students are provided with the opportunity to engage in HR practice and develop HR policy.

Type of Class/Course: Degree Credit

Text: Dessler, Gary. *Human Resource Management*. 14th ed. Upper Saddle River: Pearson, 2014. Print.

Course Objectives:

By the end of the course, a student will be able to:

1. understand the role of HRM, as measured by the student's ability to define the various organizational perspective through written exam,
2. understand job analysis, through by the ability to research and write both a job description and job specification,
3. discuss key issues relating to employee compensation and benefits, health, safety, security, training and development, and performance appraisals,
4. formulate a HR recruitment plan,
5. explain how workforce diversity and equal employment opportunity impact recruitment, selection and retention of employees,
6. diagnose and recommend appropriate training,
7. understand the inherent opportunities and challenges associated with labor relations and the impact unions have on HRM functions,
8. illustrate how job satisfaction affects, absenteeism, performance and retention,
9. discuss the ability to utilize computer skills to enhance business communications and presentations,
10. understand international HRM as measured by their ability to identify global legal and management issues,
11. participation in "brainstorming" during problem solving,
12. financial analysis for HRM planning and budgeting, and



13. presenting and defending case study solutions.

Course Scope, Content, and Student Learning Outcomes:

Learning Outcomes	Assessment
1. Identify the basic function of human resources management	Discussion, Observation
2. Describe the purpose of human resource management in organizations	Discussion, Observation
3. Describe the organizational structure of human resources management	Quiz, essay question
4. Describe the hiring and selection process	Quiz, essay question
5. Write a job description and job specification	Written assessment, discussion
6. Identify the various methods of interview	Discussion, case study analysis
7. Identify the various methods of testing	Discussion, case study analysis
8. Describe the procedure for job evaluation	Discussion, essay question
9. Explain performance appraisal process	Discussion, essay question
10. Explain compensation methods	Discussion, case study analysis
11. Develop a training plan	Plan development, discussion
12. Describe situations that require disciplinary actions	Quiz, essay question
13. Describe methods to resolve employee grievances	Discussion, observation
14. Identify training needs	Discussion, essay question
15. Identify techniques for maintaining company morale	Discussion, test
16. Develop a recruitment plan	Plan development, discussion

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside regular class time doing the following:

1. Assigned readings from the text and other sources
2. Case study analysis
3. Current events relevant to the course
4. Research papers that include; internet and/or article based research, spreadsheet analysis, PowerPoint presentations
5. Cooperative group projects
6. Critical thinking activities
 - a. Participation in “brainstorming” during problem solving.
 - b. Financial analysis for HRM planning and budgeting
 - c. Presenting and defending case study solutions.

Methods of Instruction:

1. Lecture
 - a. Transparencies
 - b. Film/Videos
 - c. Graphs
 - d. Whiteboard
 - e. Handouts
 - f. Multimedia presentations



2. Lecture/Discussion
3. Class Participation
 - a. Chapter questions
 - b. Case studies
 - c. Current events
 - d. Audio Visual
 - e. On-line participation

Methods of Evaluation:

1. Essay/Multiple choice/True-false Exams
2. Computational/Non-computational problems
3. Classroom discussion and participation
4. Report (s) /Paper (s) /Journal (s)
5. Case studies / Group project