

**Course Outline**  
MNGT. 201  
Human Resources Management  
3 Credits

**The Community College of Baltimore County**

**Description**

**Human Resources Management**

Covers contemporary behavioral theory relating to the management of people at work; examines basic processes that are involved in the procurement, development, and maintenance of human resources including analysis of key legislation affecting the management of personnel.

Prerequisite: MNGT 101 or consent of the instructor

**Overall Course Objectives**

Upon completion of the course the student must be able to:

- A. demonstrate an understanding of motivational theory and techniques.
- B. demonstrate an understanding of work groups
- C. explain why employees join or do not join unions, the structure of unions, how unions function within organizations, and their impact on management.
- D. enumerate the key employment and labor laws and explain their general areas of coverage.
- E. describe the causes of communications breakdown, enumerate the various barriers to communications, and explain how the barriers may be overcome.
- F. demonstrate an understanding of the purposes of discipline and discharge, and where it exists, the role of the union in the disciplinary procedure.
- G. explain the role of the human resource department in the large and small enterprise.
- H. explain the purposes and advantages of human resource planning.
- I. list the most common sources of potential employees, explain the advantages and disadvantages of each source, and compare the relative effectiveness of each.

- J. explain the various types of interviews commonly used; describe the advantages, disadvantages, and legal pitfalls involved in interviewing; and the purposes in which interviewing is used.
- K. enumerate the various types of employment tests in general use, explain what each is designed to measure, evaluate the general effectiveness of each type test, and explain the legal ramifications involved.
- L. list and describe the orientation, induction, and training methods in general use today; and explain under what circumstances each type of training would most likely be utilized.
- M. describe how standards of performance are developed and applied.
- N. explain the various standard methods of performance evaluation and compare them with respect to their advantages and disadvantages.
- O. define compensation administration, enumerate its advantages, and explain the techniques most commonly used.
- P. describe the basic incentive plans in common use, and explain the advantages and disadvantages of each.
- Q. describe the employee security programs and benefits commonly granted by employers, and explain why employers provide them.
- R. identify the types of people in the work force frequently subjected to discriminatory employment practices, enumerate the basic laws designed to combat such discrimination, list the key provisions of each such law, and compare the effectiveness of these laws.
- S. explain why employee safety and health protection is of substantial economic and political significance to the employer, and describe the prevailing legal situation relative to safety and health in the U.S. economy.
- T. explain the characteristics of the U.S. workforce today and the changes which are taking place in it.
- U. demonstrate an ability to apply human resource management principles to case problem situations. This includes recognizing basic problems, analyzing facts, developing and selecting solutions, and putting the results in acceptable written and/or oral form.

### **Major Topics**

- A. The U.S. Labor Force
- B. Motivation
- C. Work Groups
- D. Functions of the Human Resource Management Department
- E. Job Analysis and Design
- F. Human Resource Planning
- G. Employment Law
- H. Recruiting
- I. Selection Procedure
- J. Employment Testing
- K. Orientation, Induction, and Training

- L. Performance Appraisal
- M. Work Scheduling
- N. Compensation Administration
- O. Job Evaluation Systems
- P. Organizational Communications
- Q. Safety and Health
- R. Employee Security and Benefits
- S. Labor Organizations and Legislation
- T. Labor-Management Relations
- U. Discipline and Dispute Resolution

### **Course Requirements**

- A. Mid-term examination
- B. Term paper and/or projects
- C. Comprehensive final examination
- D. Attendance and tardiness

Date Revised: 6/12/00