COURSE:  PREFIX NO. | EFFECTIVE DATE | NEXT REVIEW DATE
MGT 201 | May 2009 | May 2010

TITLE: | CREDITS | CONTACTS
Human Resource Management | 3 | 3 0 3

PREREQUISITES: NONE

DESCRIPTION: LEVEL I: This course is a study of personnel administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel; and wage, salary, and benefit administration.

LEVEL II: This course is a study of basic human resource concepts and practices. This includes the review of important laws and regulations as well as an overview of information that is commonly used by human resource managers.


MATERIALS (* specifying those to be purchased by student): Textbook

COLLATERAL READING: Relevant articles in newspapers and business periodicals and the Internet.

CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.): Academic Honesty:
During a test, as well as on any written assignment, paper, or project, anyone determined to be exchanging information or copying someone else's work will be given a grade of "F" on that work and face further disciplinary action. Collusion is defined as the unauthorized collaboration with any other person in preparing work offered for credit. This, as well as plagiarism, the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit, will also be subject to a grade of "F" on the work and further disciplinary action. Please refer to the College Catalog on "Academic Discipline and Honesty" section.

Absences:
Twenty percent of total class hours will be the maximum amount
allowed. There are no excused absences except those verified by other instructors for field trips or school-related assignments. A student with a doctor's excuse will be able to make up missed work, but the absence is still counted toward the twenty percent.

**Makeup Tests:**

Makeup tests will be given at the discretion of the instructor. This will require the student to give a valid reason for missing the test and must be requested in advance. Any missed test will be put in the Success Center to be made up. The test should be made up within one week upon return or it will be dropped a letter grade.

**Tardies:**

A student is tardy if he/she arrives for class after the instructor has checked the class roll. Three tardies will count as one absence. Any student who shows up for class more than ten minutes late will be counted as absent for that class.

**Assigned Work:**

If an assignment is given to the class while a student is absent, he/she is required to turn in the work on the first day back in class.

**Classroom Etiquette:**

An integral part of an education is developing a sense of integrity and responsibility not only toward ourselves but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc. negatively reflect on you and your fellow students. Please be considerate. Remember no food or drinks are allowed in classrooms. Cell phones should not be on during class.

**Disabilities Statement:**

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

**Student ID:**

It is mandatory that every student wear his/her student ID at all times when on the Cheraw campus.
During the first week of classes the instructor will issue a reminder to wear the ID. This reminder is a warning.

After the first week of classes, instructors are required to dismiss student without ID from class. The student may get his/her ID (or the student may go to Student Services and get a temporary stick on ID for one day for $1.00 or a permanent one for $3.00) and return to class before the midpoint of the class. If the student cannot get an ID and return to class by the midpoint, the instructor will record the absence.

**RESOURCES (A-V, persons, tools/equipment):**
- Guest speakers
- Videotapes
- Internet

**COURSE TOPICAL OUTLINE** (List topics and sub-topics of course) and **Calendar** of approximate length of time devoted to topic.

**TENTATIVE COURSE TOPICS**

**Chapter 1** The Changing and Strategic Nature of Human Resource Management

**Chapter 2** Organization/Individual Relations and Employee Retention

**Chapter 3** Equal Employment and Diversity Management

**Chapter 4** Staffing

**Chapter 5** Training and Talent Management

**Chapter 6** Performance Management and Appraisal

**Chapter 7** Compensation Strategies and Practices

**Chapter 8** Variable Pay and Benefits

**Chapter 9** Risk Management and Employee Relations

**Chapter 10** Labor Relations

**Appendix A** Internet Resources
OBJECTIVES OF COURSE: Upon successful completion of the course the student should be able to complete the following tasks:

1. Describe the basics of Human Resource Management;

2. Explain the main factors that affect the performance of individual employees

3. Understand the importance of managing diversity as well as understand what employers should do to comply with Equal Employment Opportunity (EEO) laws, regulations, and requirements;

4. Understand and describe how organizational values, strategies, and customer needs influence the work the organization has to get done;

OBJECTIVES OF COURSE: (Continued)

5. Describe the different ways an organization may identify labor markets and how the supply of and demand for workers affect the staffing strategies of organizations;

6. Describe the role played by the human resources department in the company's training and development programs;

7. Demonstrate knowledge of performance appraisals;

8. Describe the objectives of effective compensation administration;

9. Evaluate the advantages and disadvantages of incentive systems and describe the objectives and costs of benefits and services;

10. Demonstrate knowledge of discipline, safety and health factors;

11. Demonstrate knowledge of labor relations.
INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES: Instructional methods used will be lecture, discussion, case studies and Internet research.

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Students will use relevant articles in newspapers and business periodicals and the Internet. To encourage student involvement with current issues, each student will be required to submit one short report (typed) each week concerning a current issue in human resource management. These reports will be collected each week and will count toward the student's grade.

These reports should provide a brief summary of the issue and should also include the student's thoughts/opinions on the subject. The use of the Success Center is recommended not only for its Internet access, but also for typing these reports to take advantage of word processing, electronic dictionaries, and other technology.

Written objective tests.................80%
Reports on current issues.............20%

GRADING SCALE:
93 - 100 = A
85 - 92 = B
77 - 84 = C
70 - 76 = D
Below 70 = F