 Administrative Unit: Business Administration Department

Course Prefix and Number: MGMT 361

Course Title: Human Resource Management

Number of Credit Hours: 3 Lecture Hours: 3 Laboratory Hours: 0

Catalog Description: Design, implementation, and administration of human resource management programs. Practices used in developing effective professional habits useful in dealing with executive responsibilities are also examined. Prerequisite: MGMT 330. Offered Spring.

Prerequisite(s)/Corequisite(s): MGMT 330.

Text(s): Most recent editions of the following:


Gomez-Mejia; Balkin, David B.; Cardy, Robert L. Managing Human Resources. Prentice Hall.

Course Objectives:

• To understand the processes related to the design, implementation, and administration of human resource management programs.

Measurable Learning Outcomes

• Explain the role of a human resource manager.
• Appraise the major Equal Employment Opportunity laws.
• Explain why job analysis is the cornerstone of EEO.
• Evaluate employee testing and the selection process.
• Explain the importance of training and development.
• Differentiate between performance management and appraisal techniques.
• Explain elements of strategic pay plans.
• Explain and contrast employee benefits and service plans.

Topical Outline (major areas of coverage): All Business Administration courses include a written and oral presentation component.

• Role of the Human Resource Manager
• Legal Environment for Human Resources
• Elements of Recruitment and Placement
• Aspects of Training and Development
• Features of Compensation Plans
• Essence of Employee Relations
Recommended maximum class size for this course: 35

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

Prepared by: Anthony S. Marshall, Ph.D.  
Name: ____________________________ Signature: ____________________________

Date: April 3, 2006

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

Office of Academic Affairs
12/04