

**Northern Marianas College**  
**CURRICULUM ACTION REQUEST**

**Effective Semester / Session:** Summer 2015

**Type of Action:**

- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation

**Course Alpha and Number:** MG 402

**Course Title:** Human Resource Management

**Reason for initiating, revising, or canceling:**

This course guide is being initiated to introduce a Human Resource Management course in the Bachelor of Science in Business Management. Business students need to be prepared for and have a good understanding of today's HR environment, from environmental and legal issues to developing skills needed by organizational managers to effectively manage human resources.

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Barbara Hunter

Proposer

4/24/15

Date

  
Chavel Green

Department Chair

04/24/15

Date

  
Barbara K. Merfalen

Dean of Academic Programs and Services

5/1/15

Date

# Northern Marianas College

## Course Guide

**Course:** MG 402 Human Resource Management

### 1. Department

Business

### 2. Purpose

This course prepares the students for the basic principles of effective Human Resource Management. Focus is placed on situational analysis and issues that Human Resource (HR) leaders must face on a daily basis. From the characteristics of a changing workforce, measuring effectiveness, training, and professional development to learning about the ethical process, and compensation to employee relations. Case studies will be integrated into most of the key areas in managing and developing the human resources of the organization. This course will also cover the big picture that affects day-to-day HR functions.

### 3. Description

#### A. Required Textbook and Related Materials

Required:

Mathis, R.; Valentine, S.; Jackson, J. Wild, J.; *Human Resource Management; 14<sup>th</sup> edition. Cengage-2014*

Readability level: College Level

#### B. Contact Hours

1. **Lecture:** 3 hours per week / 45 hours per semester
2. **Lab:** None
3. **Other:** None

#### C. Credits

1. **Number:** 3
2. **Type:** Regular Degree Credits

#### D. Catalogue Course Description

This course provides students with the skills needed to manage people in the workplace. The course includes a review of academic, theoretical and research components which represents new knowledge evidence, and viewpoints in the field of HR. In addition, this course offers simulation through work environment through role playing, identifying and solving HR problems. The professional focus will help students in preparation for certification in the HR profession. Course prerequisite: Must complete 60 credit hours to maintain junior level. English Placement Level: EN202. Math Placement Level: MA 161. (Offered: Fall).

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## **E. Degree or Certificate Requirements Met by Course**

A "C" grade or better in this course satisfies a core course requirement in Northern Marianas College Bachelor of Science in Business Management.

## **F. Course Activities and Design**

Course activities include lectures, case studies, peer-reviewed articles, discussions, group activities, presentations, homework assignments, tests, quizzes, and a final exam.

## **4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s)**

Prerequisites: Must complete 60 credit hours to maintain junior level

English Placement Level: EN 202

Math Placement Level: MA161

## **5. Estimated Cost of Course; Instructional Resources Needed**

Cost to the College: Instructor's salary

Cost to the Student: Tuition for a 3 credit course and the cost of the textbook.

Instructional resources needed for this course include software, overhead projector, TV/VCR, videotaped programs, and dry erase board/markers.

## **6. Method of Evaluation**

Student grades will be based on the regular letter grade system as described below:

A: Excellent-grade points:	4.0
B: Above average-grade point	3.0
C: Average-grade points:	2.0
D: Below average-grade points:	1.0
F: Failure-grade points:	0.0

NMC's grading and attendance policies will be followed.

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### 7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Human Resource Management in Organizations:
  - 1.1 What is human resource management
  - 1.2 Where employees can be a core competency
  - 1.3 HR management functions
  - 1.4 Roles for human resource departments
  
- 2.0 Human Resource Strategy in Organizations/Selecting Human Resources:
  - 2.1 Organizational strategic planning
  - 2.2 Human resources and strategy
  - 2.3 Human resource planning/ selection and placement process
  - 2.4 Planning for external workforce availability
  - 2.5 Planning for internal workforce availability
  - 2.6 Workforce supply and demand
  
- 3.0 Equal Employment Opportunity:
  - 3.1 Nature of equal employment opportunity
  - 3.2 Theories of unlawful discrimination
  - 3.3 Broad-based discrimination laws
  - 3.4 Discriminatory employment practices
  - 3.5 Disability discrimination
  - 3.6 Diversity training
  
- 4.0 Workforce, Jobs and Job Analysis
  - 4.1 The workforce profile
  - 4.2 Nature of work and jobs
  - 4.3 Designing flexible jobs
  - 4.4 Job analysis methods
  - 4.5 Behavioral and legal aspects of job analysis
  
- 5.0 Individual/Organization Relations and Retention
  - 5.1 Individuals at work
  - 5.2 Individuals workers and organizational relationships
  - 5.3 Employee absenteeism
  - 5.4 Employee turnover
  - 5.5 Retention of human resources
  - 5.6 Training design, delivery and assessment
  
- 6.0 Performance Management and Appraisal
  - 6.1 Nature of performance management

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- 6.2 Identifying and measuring performance management
- 6.3 Performance appraisals
- 6.4 Tools for performance appraisals
- 6.5 Training managers and employees in performance appraisals
- 6.6 Appraisal feedback
  
- 7.0 Total Rewards and Compensation
  - 7.1 Nature of total rewards and compensation
  - 7.2 Laws governing compensation
  - 7.3 Strategic compensation decisions
  - 7.4 Compensation system design issues
  - 7.5 Developing a base pay system
  - 7.6 Pay structures
  - 7.7 Determining pay increases
  
- 8.0 Managing Employee Benefits/Risk Management & Worker protection
  - 8.1 Benefits and HR strategy
  - 8.2 Benefits administration, technology, and communication
  - 8.3 Legally required benefits/retirement benefits/health care
  - 8.4 Current state and legal requirements of health, and safety
  - 8.5 Occupational safety and health act
  - 8.6 Safety management/security concerns at work
  - 8.7 Disaster preparation and recovery planning
  
- 9.0 Employee Rights and Responsibilities
  - 9.1 Employer and employee rights and responsibilities
  - 9.2 Rights affecting the employment relationship
  - 9.3 Managing individual employee and employer rights issues
  - 9.4 Balancing employer security and employee rights
  - 9.5 Human resource policies, procedures, and rules
  - 9.6 Employee discipline
  
- 10.0 Union Management Relations
  - 10.1 Perspectives on unionization
  - 10.2 Union membership in the United States
  - 10.3 Union history and structure in the United States
  - 10.4 U.S. Labor laws
  - 10.5 The unionization process
  - 10.6 Collective bargaining issues
  - 10.7 Collective bargaining process
  - 10.8 Union/management cooperation
  - 10.9 Grievance management

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### 11.0 Course Summary Review

- 11.1 Review and Summary/Discussion of key elements in HRM;
- 11.2 Case study exercises on selected key topics and discussions.

## 8. Instructional Goals

This course will introduce students to:

- 1.0 The different aspects of human resource management , specifically, how it relates to the management process;
- 2.0 Strategies employed to measure and analyze the effectiveness of HR management practices utilizing theories and current global practices;
- 3.0 The legal protections available to prevent bias and discrimination based on age, religion, national origin, and other factors;
- 4.0 The different approaches of job design, job satisfaction, job engagement retention;
- 5.0 The strategic training process and its impact on employee performance appraisal;
- 6.0 The different management development methods;
- 7.0 The steps involved in the development of a base pay system;
- 8.0 The role of compensation and benefits for workforce attraction and retention;
- 9.0 Legal and ethical issues affecting health and safety; and
- 10.0 The history and process of the U.S. Labor movement and the nature of each of the major U.S. Labor laws.

## 9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Demonstrate an understanding of human resource management and its relationship to the management process;
- 2.0 Explain how organizations can measure and analyze the effectiveness of HR management practices;

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- 3.0 Demonstrate an understanding of discrimination and the legal protections that prevents bias and discrimination based on age, religion, national origin, and other factors;
- 4.0 Relate the different approaches of job design, job satisfaction, and job engagement retention;
- 5.0 Describe strategic training process and its impact on employee performance appraisal;
- 6.0 Differentiate the different management development methods;
- 7.0 Apply the steps involved in the development of a base pay system;
- 8.0 Distinguish the role of compensation and benefits for workforce attraction and retention;
- 9.0 Identify the legal and ethical issues affecting health and safety in the organization; and
- 10.0 Discuss the history and process of the U.S. Labor movement and the nature of each of the major U.S. Labor laws.

### **10. Assessment Measures**

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Quizzes and exams;
- 2.0 Peer-reviewed case studies;
- 3.0 Homework;
- 4.0 Research assignments;
- 5.0 Class/case study preparation and participation; and
- 6.0 Oral presentations.

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