

Course Outline
MNGT. 202
Seminar in Human Resource Management
3 Credits

The Community College of Baltimore County

Description

Seminar in Human Resource Management

Develops Human Resource management skills using experiential exercises and case problems involving simulated business practices; examines realistic problems requiring application of established theories and concepts in accordance with the various laws that affect the management of personnel.

Prerequisite: MNGT 201

Overall Course Objectives

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

- A. recognize basic human resource management problems and to distinguish them from symptoms of such problems.
- B. apply established human resource management theories and concepts in the analysis of problems and cases in accordance with current law.
- C. prepare well-developed and practical solutions to problems and cases.
- D. express himself/herself competently both orally and in writing with respect to the content material of the course.

Major Topics

Experiential exercises, case problems, mini-games, and discussions involving areas such as:

- A. Human Resource Planning
- B. Compensation Administration
- C. Discipline and Discharge
- D. Equal Employment Opportunity
- E. Job Analysis and Design
- F. Motivation
- G. Performance Evaluation
- H. Recruitment, Selection, and Testing

- I. Safety and Health
- J. Orientation, Induction, and Training
- K. Work Scheduling
- L. Incentives
- M. Organizational Communications
- N. Employee Security and Benefits
- O. Grievance Handling and Arbitration
- P. Union-Management Relations

Course Requirements

- A. Class participation
- B. Written and/or oral exercises
- C. Case problems, role playing, and mini-games
- D. Term paper
- E. Comprehensive final examination
- F. Attendance and tardiness

Date Revised: 6/12/00