

Date Adopted: _____

Date Reviewed: Aug 2015

Date Revised: Aug 2015

MST 201 – Human Resource Management

I. MST 201 – Human Resource Management– 3 Semester Hours

II. Course Description

This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

III. Prerequisite

None

IV. Textbook

Textbook: Managing Human Resources, 17th Edition

Publisher: Southwestern

Authors: Snell, Morris, Bohlander

V. Course Objectives

These should be the contributions of this course to the major learning outcomes of the program.

The student will:

1. understand the concept of human resource management.
2. understand historical perspective of human resource management.
3. understand internal factors of human resource management.
4. understand labor relations.
5. understand future direction of human resource management.

VI. Course Outline of Topics

1. The student will understand the concept of human resource management by:
 - a) defining human resource management.
 - b) explaining human resource management function.
2. The student will understand historical perspective of human resource management by explaining the evolution of the personnel department during the twentieth century.
3. The student will define/explain the following terms in relation to human resources:
 - a) basic human needs
 - b) motivation
 - c) leadership training
 - d) job design
 - e) job enrichment
 - f) job evaluation
 - g) job description
 - h) job specification
 - i) recruitment
 - j) selection and placement
 - k) bias and discrimination
 - l) compensation
 - m) performance appraisals
 - n) safety and health
 - o) personnel counseling
 - p) EEOC
 - q) Benefits

4. The student will understand labor relations by:
 - a) explaining the federal laws governing labor relations.
 - b) defining/explaining labor/management negotiations.
 - c) explaining the grievance process.
 - d) defining/explaining the following terms as they apply to labor relations:

1) contract	11) AFL – CIO
2) union steward	12) Knights of Labor
3) conciliation	13) Norris-LaGuardia Act
4) mediation	14) Wagner Act
5) arbitration and grievance	15) Fair Labor Standards Act
6) strikes	16) Taft-Hartley Act
7) picketing	17) Landrum-Griffin Act
8) boycotting	18) injunction
9) lockouts	
10) NLRB	

5. The student will understand future directions of human resource management by:
 - a) explaining the qualifications of human resource managers.
 - b) explaining the purpose of the American Society for Personnel Administration.
 - c) explaining the role of the American Society for Training and Development.
 - d) explaining the changing role of the human resource department.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).