

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	MAN 4301
COURSE TITLE:	Human Resource Management
PREREQUISITE(S):	MAN 2021 or MAN 2125 and MAN 3240
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	35
CATALOG COURSE DESCRIPTION:	
<p>This course is a study of the functions of human resource management including job design, recruitment, selection, benefits and compensation, performance evaluation, reward systems, development of employees and formulation of human resource procedures. The strategic role of human resources and current issues will be discussed.</p>	
SUGGESTED TEXT(S):	<u>Fundamentals of Human Resource Management</u> , by Raymond Noe, John R. Hollenbeck and Barry Gerhart, McGraw-Hill, latest edition
IMPLEMENTATION DATE:	Fall Term 2008 (20091) Proposal 2008-16
REVIEW OR MODIFICATION DATE:	Fall Term, 2009 (20101) - (Proposal 2009-16) Spring Term, 2010 (20102) - (Proposal 2009-12)

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Human Resources Management Foundations	8
A. Introduction to Human Resources Management	
B. Equal Employment Opportunity	
C. Job Analysis and Design	
II. Recruitment and Selection	10
A. Personnel Planning and Recruitment	
B. Testing Applicants and Employees	
C. Interviewing and Selecting	
III. Performance Appraisal, Training and Development	8
A. Performance Management and Appraisal	
B. Training and Development	
C. Career Management	
IV. Compensation and Benefits	8
A. Establishing a Pay Structure	
B. Pay for Performance and Financial Incentives	
C. Providing Employee Benefits	
V. Additional Issues	5
A. Collective Bargaining and Labor Relations	
B. Employee Safety and Health	
C. Global Management of Human Resources	
VI. Organizational Application of Management Theories	6
A. Case Studies	
B. Project	



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

Section 1 COURSE PREFIX AND NUMBER: MAN 4301	SEMESTER CREDIT HOURS (CC): 3 CONTACT HOURS (NCC): ____
COURSE TITLE: Human Resource Management	

Section 2

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> AA Elective	<input type="checkbox"/> AS Required Professional Course	<input type="checkbox"/> College Prep
<input type="checkbox"/> AS Professional Elective	<input type="checkbox"/> AAS Required Professional Course	<input type="checkbox"/> Technical Certificate
<input checked="" type="checkbox"/> Other BAS	<input type="checkbox"/> PSAV	<input type="checkbox"/>
Apprenticeship		
<input type="checkbox"/> General Education: (For General Education courses, you must also complete Section 3 and Section 7)		

Section 3 (If applicable)

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> Communications	<input type="checkbox"/> Social & Behavioral Sciences	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Natural Sciences	<input type="checkbox"/> Humanities	

Section 4

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> Reading	<input type="checkbox"/> Speaking	<input checked="" type="checkbox"/> Critical Analysis	<input type="checkbox"/> Quantitative Skills	<input type="checkbox"/> Scientific Method of Inquiry
<input checked="" type="checkbox"/> Writing	<input type="checkbox"/> Listening	<input type="checkbox"/> Information Literacy	<input checked="" type="checkbox"/> Ethical Judgment	<input type="checkbox"/> Working Collaboratively

Section 5	
LEARNING OUTCOMES	METHOD OF ASSESSMENT
• Understand foundations of human resources management	Assessments through tests, presentations or projects
• Identify and understand recruitment and selection issues	Assessments through tests, presentations or projects
• Understand issues related to performance appraisal	Assessments through tests, presentations or projects
• Identify various approaches to training and development	Assessments through tests, presentations or projects
• Understand compensation and benefits issues	Assessments through tests, presentations or projects
• Understand basics of collective bargaining and labor relations	Assessments through tests, presentations or projects
• Understand employee safety and health issues	Assessments through tests, presentations or projects
• Understand organizational application of management theories	Assessments through case studies or projects
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Section 6 Name of Person Completing This Form: Steve Huntley Date: 3/5/08