

MGMT 302 Managing Human Resources

This course provides an overview of the processes by which organizations acquire, deploy, and retain their workforce. Students will develop specific knowledge, skills, and abilities needed to effectively carry out staffing activities, including HR planning, recruiting, selecting, placing, onboarding, training and developing employees, labor relations, workplace safety, and compensation. Emphasis will be placed on the practical application of relevant theory, related research, and legal constraints as well as developing and applying critical thinking skills. Students will also develop skills in planning their career path. *(Prerequisite: MGMT 101) (3 credits)*

Course Learning Outcomes:

By the end of the course, students will be able to:

1. Demonstrate advanced level of knowledge in human resources management in organizations.
2. Use advanced level and come specialized level skills for forecasting and planning human resource needs, employee performance, hiring and terminating.
3. Critically analyse evidence relating to key issues related to administering people such as recruitment and selection strategies, career growth and retention, motivation, compensation, appraisal, diversity, ethics, and training.
4. Demonstrate effective oral and written communication skills, including the ability to develop sound and coherent arguments to present complex ideas relating to international business in a succinct and clear manner.
5. Operate effectively at an advanced level with others to determine and accomplish tasks and meet team goals.

Textbook & Course Materials:

- Martocchio, J. J. (2018). *Human resource management* (15th ed.). Pearson Higher Ed.

Course Content:

1. Human Resource Management: An Overview
2. Business Ethics, Corporate Social Responsibility, and Sustainability
3. Equal Employment Opportunity, Affirmative Action, and Workforce Diversity
4. Strategic Planning, Human Resource Planning, and Job Analysis
5. Recruitment
6. Selection
7. Performance Management and Appraisal
8. Training and Development
9. Direct Financial Compensation
10. Indirect Financial Compensation
11. Internal Employee Relations
12. Employee Safety, Health, and Wellness