

PALOMAR COLLEGE  
COURSE OUTLINE OF RECORD FOR  
DEGREE CREDIT COURSE

  X   Transfer a course        X   A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** BMGT 110 Human Resource Management

**UNIT VALUE:** 3

**MINIMUM NUMBER OF SEMESTER HOURS:** 48

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS:** None.

**PREREQUISITE:**

**COREQUISITE:**

**RECOMMENDED PREPARATION:**

**SCOPE OF COURSE:**

A survey of the history and present status of human resource management in the United States. Emphasis on modern techniques of recruitment, placement, wage administration, communications, training, labor relations, and employer-employee relationships in modern industry and business.

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. identify components of Human Resource Management;
2. identify and evaluate personnel systems for staffing including recruitment, selection, and decruitment;

3. analyze personnel systems for employee evaluation and development in the areas of performance evaluation, compensation and benefits, training and development, and career management;
4. interpret leadership qualities and skills in terms of effective management;
5. discuss and appraise lectures, comments, ideas, and positions pertaining to the subject matter;
6. evaluate oral and written assignments.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Components of Human Resource Management
  - A. Evolving Roles in Human Resource Management
  - B. Human Resource Planning
    1. Situational Audit
    2. Job Design
    3. Job Analysis
- II. Systems for Staffing
  1. Systematic Recruitment
    1. Sources of Recruits
    2. Recruitment Methods
    3. Recruitment Interviews
  2. Selection Procedures
    1. Selection Criteria
    2. Validity: Content, Construct, Criterion-Related
    3. Reliability
    4. Selection Instruments/Techniques
  3. Decruitment
    1. Reasons for Decruitment
    2. Decruitment Options
    3. Individual Performance Dilemmas
    4. Exit Interviews
- III. Evaluation and Development
  1. Performance Appraisal Methods
    1. Graphic Rating Scale
    2. Behaviorally Anchored Rating Scale (BARS)
    3. Essay or Narrative
    4. Critical Incidents
    5. Forced-Choice Rating
    6. Rankings
    7. Management by Objectives (MBO)
  2. Appraisal Interviews
  3. Training and Development Needs
    1. Organizational Needs
    2. Job Needs
    3. Personal Needs

4. Training and Development Options
  1. On-The-Job Training
  2. Off-The-Job Training
5. Career Management
- IV. Compensation System
  1. Motivation and Job Satisfaction
    1. Maslow's Need Hierarchy Theory
    2. Herzberg's Motivation-Maintenance Theory
    3. Vroom's Preference-Expectancy Theory
    4. Skinner's Reinforcement Theory
  2. Methods of Job Evaluation
    1. Subjective Ranking
    2. Grade Description or Classification
    3. Factor Comparison
    4. Point Method
  - C. Pay Classification
    1. Hourly Vs. Salaried
    2. Nonexempt Vs. Exempt
  - D. Compensation Surveys
  - E. Finalizing Pay Levels, Grades, Ranges
  - F. Employee Benefits Programs
    1. Income and Health Protection
    2. Time-Off With Pay
    3. Income Supplements
    4. Flexible Benefit Plans
  - G. Individual Programs
    1. Individual Incentives
    2. Group Incentives
- V. Employee Discipline and Grievances
  - A. Causes for Discipline
  - B. Progressive Disciplinary Procedures
- VI. Employment Health and Safety
  - A. Occupational Safety and Health Act (OSHA)
    1. Employees Rights/Employer Rights
    2. Penalties
    3. Records/Reports
  - B. Accidents
    1. Environment of Workplace
    2. Occupational Health Hazards

**REQUIRED READING:**

Schuler, et al., eds. Managing Human Resources: A Partner Perspective.  
7th edition. Ohio: Southwestern College, 2000.

**SUGGESTED READING:**

Journal of Personnel Management.

Personnel Administrator.

Wall Street Journal.

San Diego Business Journal.

Business Section of Area Newspapers.

Dictionary of Occupational Titles (DOT).

**REQUIRED WRITING:** A research paper of 3-5 pages on a topic of the student's choice (relevant to Personnel Management) will be required of each student. In addition, selected text problems and handout materials are assigned as deemed appropriate by the instructor.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.**

May include activities such as readings in assigned text, review of lecture material, assigned problems or practice sets, library or other source of investigative projects, etc. A research paper of 3-5 pages on a topic of the student's choice (relevant to Personnel Management) will be required of each student. In addition, selected text problems and handout materials are assigned as deemed appropriate by the instructor. Additional assignments will be made as needed to clarify or reinforce the students' understanding of the subject matter presented.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination  
 directed study

**This course may be offered as a distance education course and meets Title 5 regulation's 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.** (See guidelines for preparation for definitions.)

telecourse

mediated instruction  
       Computer-assisted instruction

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Problems/Projects	25%
Mid-Term	20%
Final Exam	20%
Research Paper	35%

Numerical grades will be translated into letter grades as follows:

93-100	=	A
85-92	=	B
77-84	=	C
70-76	=	D

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes        No   X   Number of times course may be taken for credit:   1   .

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Bonnie Ann Dowd #2495

**SIGNATURES:**

**SIGNATURES ON FILE**