

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing, & Administrative Systems
Course Prefix/Number: MGMT 302
Course Title: Personnel/Human Resources Management

Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Fundamental functions of human resources management; relationship between personnel management and organizations' emerging role of personnel administration in development of strategic policy for organizations.
- II. Prerequisites: MGMT 301 – Principles of Management
- III. Expanded Course Description: This course serves as a fundamental course in the functional areas of Human Resource Management. Emphasis is on the role of Human Resource Management in the organization, and its role in the formulation of strategy and long range Human Resource planning and development. Case analysis and internet research are used as an integral part of the course.
- IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).

At the conclusion of the course the student will:

- a. Recognize and understand the functional areas of Human Resource Management, as they are utilized in the modern business organization.
- b. Identify factors applicable to strategy, planning, formulation, and implementation for the Human Resource Management Division of the modern business organization.
- c. Recognize the social responsibilities of organizations, the legal and ethical considerations applicable to corporate policy, and strategy formulation for the Human Resource Management function.

- d. Develop the ability to identify and analyze Human Resource Management problem situations, identify opportunities, threats, and organizational strengths and weaknesses in those situations, and develop strategies to solve them.
 - e. Practice their research, analysis, and presentation skills.
 - f. Recognize and compare the common methods used for selection, promotion, and demotion of selected human resources.
 - g. Identify and discuss the ways organizations use assessment tools to plan and implement employee development programs.
 - h. Describe different methods and procedures organizations use for disciplining employees.
 - i. Identify and discuss the different kinds of decisions involved in establishing a pay structure for the business organization.
 - j. Identify the labor relations goals of management, labor unions, and society, as these goals apply to today's business climate.
 - k. Describe and explain how organizations use employee benefit plans to match employees' wants and needs, as a method to increase employee motivation and productivity.
- V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:
- a) Course Requirements
 - b) Required Text(s)
 - c) Bibliography
- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged

material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

VII. **Students With Disabilities Policy:** It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

____/____/_____
Date