

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: MGT220

Department: Business Administration

Course Title: Human Resource Management

Semester: Fall

Year: 2019

Objectives/Competencies

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1. Define the role of the Human Resource Department	1. Discuss how the Human Resource department supports the organization
2. Relate Employment Laws that impact HR	1. Review the employment laws that impact Human Resources 2. Discuss protected classes and ways to support them in the organization
3. Discuss employee Engagement in the Workplace	1. Review how motivational theories related to workplace performance, and workplace culture 2. Discuss compensation issues and methods of compensation including incentives
4. Outline the Recruitment Process and its steps	1. Examine each element of the recruitment process from Job Description, Job Design, Recruiting, Interviewing, and Selection 2. Discuss bias and the recruitment process 3. Review onboarding techniques and training
5. Compare Performance Management processes and their role in the workplace	1. Review the Performance Appraisal process 2. Discuss how to create value for the organization through performance standards
6. Discuss Unions in the workplace	1. Discuss history of Unions, Union activities, and collective bargaining
7. Summarize ideas and make decisions based on proper research, analysis, and critical thinking	8. Utilize classroom exercises, classroom discussion, case studies, and/or presentations to research topics, analyze

	topics, and make decisions regarding Human Resources concepts or issues
9. Practice effective communication skills	10. Utilize the many opportunities to discuss Human Resource concepts both orally and in writing 11. Provide and receive feedback from peers regarding effective communication