Course Information Form (CIF)

Course Code: MGT 112

Course Title: Human Resource Management

Department: Business/Computer Science and Technologies
PCS Code: 1.2 - Occupational/Technical Instruction
CIP Code: 52.1001
Repeatability: 0

Effective Date: Summer 2026

Credit Hours

Catalog Notation: 3-0-3
Credit Hour Distribution:

Lecture: 3	Lab: 0	Clinical: 0	**Total: 3**

General Course Information

Catalog Description

Planning, developing, and controlling human resources within the organization: recruiting, selecting, training, labor relations, salary, and fringe benefit administration.

General Course Objectives

To provide a good practical knowledge of the Personnel Management Field. This course is in-depth enough to benefit current working supervisors and managers. It is ideal for those pursuing a career in management, particularly Human Resource Management.

Minimum Placement Levels

English	Reading	Math
None	Placement into CCS 098	None

Prerequisites

None

Methods of Evaluation

4-6 exams, 1 term paper, and 3-5 case studies.

Instructional Materials and Additional Supplies

Managing Human Resources, Gomez-Mejia, Prentice Hall. Current edition.

Course Content

General Learning Outcomes (GLOs)

- Reasoning and Inquiry: Students will demonstrate the ability to solve problems using deductive reasoning and logic, quantitative reasoning, or the scientific method.
- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.
- Global Awareness and Cultural Reasoning: Students will demonstrate their understanding of global issues, gender and sexual orientation, and multicultural perspectives.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Role of Personnel Management, Organization of Personnel, and Work and Job Relations	1. Describe the role of personnel management. 2. Discuss the organization of personnel. 3. Explain how and why jobs are defined in the manner they are.	9	0	0
Staffing: Recruitment, Selection, and Assessment	1. Describe the recruiting function. 2. List various methods of recruiting. 3. Discuss the sources of recruiting. 4. Explain the significance of the type of tests used. 5. Describe the selection process. 6. Evaluate various assessment procedures.	9	0	0
Maximizing Employee Potential: Employee Development, Management, Performance Evaluation, and Motivation and Job Satisfaction	1. Explain the relevance of employee development.	9	0	0
Organization Behavior: Climate for Work, Communication, Leadership and Supervision, and Administering Change	1. Define organization. 2. Describe how an organization works. 3. Define and describe the elements of communication. 4. Discuss the role of communication in the organization. 5. Discuss ways of improving communication. 6. Explain the elements of leadership.	9	0	0
Remuneration and Salary: Wage and Salary Administration, Financial Incentives, Employee Security, and Fringe Benefits	1. State the goals of good wage and salary administration. 2. List types of financial incentives. 3. Define employee security. 4. Discuss the types of fringe benefits normally given.	9	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
45	0	0