

Northern Marianas College

CURRICULUM ACTION REQUEST

Course: MG402 Human Resource Management

Effective Semester / Session: Summer 2025

Type of Action:

- ☐ New
- ☒ Modification
- ☐ Move to Inactive (Stop Out)
- ☐ Cancellation


Course Alpha and Number: MG402

Course Title: Course Name

Reason for initiating, revising, or canceling:

This course guide is being updated to reflect the updated version of the Textbook for this course.

Barbara C. Hunter


Barbara Hunter (Apr 7, 2025 11:09 GMT+10)

Apr 7, 2025

Proposer

Date

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Apr 7, 2025

Academic Unit Head

Date


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Language & Format Review Specialist

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Apr 8, 2025

Interim Dean of Academic Programs & Services

Date

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Course: MG402 Human Resource Management

1. Department

School of Business

2. Purpose

This course prepares students for the basic principles of effective Human Resource Management. Focus is placed on situational analysis and issues that HR leaders face daily, including workforce characteristics, measuring effectiveness, training, professional development, ethics, compensation, and employee relations. Case studies will be integrated to provide practical insights. This course will also cover broader strategic aspects that influence HR functions.

3. Description

A. Required/Recommended Textbook(s) and Related Materials

Required:

The most recent edition of the following Cengage textbooks included in Cengage Unlimited.

Denisi, A. and Griffin, R. (2020). *Human Resources* (5th ed.). Boston, MA: Cengage Learning. ISBN: 9780357693896

Other scholarly papers and trade publications may be assigned throughout the course by the instructor.

Recommended:

List any recommended textbooks or put "None" / Reading levels not required

B. Contact Hours

1. **Lecture:** 3 per week / 45 per semester
2. **Lab:** None
3. **Other:** None

C. Credits

1. **Number:** 3
2. **Type:** Regular Degree Credits

D. Catalog Course Description

This course provides students with the skills needed to manage organizations and lead people in the workplace. It includes a review of academic, theoretical, and research components representing new knowledge, evidence, and viewpoints in HR. Students will engage in role-playing and problem-solving simulations relevant to HR issues. The course also prepares students for certification in the HR profession. Prerequisite: EN202, MA161, completion of four 300-level courses. (Offered: Summer/Fall).

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E. Degree or Certificate Requirements Met by Course

A "C" grade or better in this course satisfies a core course requirement in Northern Marianas College Bachelor of Science in Business Management.

F. Course Activities and Design

Course activities include lectures, case studies, peer-reviewed articles, discussions, group activities, presentations, homework assignments, tests, quizzes, and a final exam.

4. Course Prerequisite(s); Concurrent Course Enrollment

Prerequisites: Must complete four 300-level courses.

Concurrent Course Enrollment: list any relevant concurrent courses or put "None"

Required English/Mathematics Proficiency Level(s)

English Placement Level: EN202

Mathematics Placement Level: MA161

5. Estimated Cost of Course; Instructional Resources Needed

Tuition for a 3-credit hour course, cost of the textbook, and any applicable fees.

Cost to the College: Instructor's salary and/or any additional costs to NMC.

Instructional resources needed for this course include: software, overhead projector, and dry-erase board/markers.

6. Method of Evaluation

Student learning will be evaluated based on group activities, homework assignments, quizzes, midterm and final exams. NMC's grading and attendance policies will be followed.

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7. Course Outline

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Human Resource management (HRM) in Organizations:
 - 1.1 What is human resource management?
 - 1.2 Where employees can be a core competency
 - 1.3 HR Management functions
 - 1.4 Roles of human resource departments
- 2.0 Human Resource Strategy in Organizations/Selecting Human Resources
 - 2.1 Organizational strategic planning
 - 2.2 Human Resources and strategy
 - 2.3 Human resource planning/selection and placement process
 - 2.4 Planning for external workforce availability
 - 2.5 Planning for internal workforce availability
 - 2.6 Workforce supply and demand
- 3.0 Equal Employment Opportunity Commission (EEOC)
 - 3.1 Nature of equal employment opportunity
 - 3.2 Theories of unlawful discrimination
 - 3.3 Broad based discrimination laws
 - 3.4 Discriminatory employment practices
 - 3.5 Disability discrimination
 - 3.6 Training design around EEOC
- 4.0 Workforce, Jobs & Job Analysis
 - 4.1 The workforce profile
 - 4.2 Nature of work and jobs
 - 4.3 Designing flexible jobs
 - 4.4 Job analysis methods
 - 4.5 Behavioral and legal aspects of job analysis
- 5.0 Individual/Organization Relations & Retention
 - 5.1 Individuals at work
 - 5.2 Individuals workers and organizational relationships
 - 5.3 Employee absenteeism
 - 5.4 Employee turnover
 - 5.5 Retention of human resources
 - 5.6 Training design, delivery, and assessment
- 6.0 Performance Management & Appraisal
 - 6.1 Nature of performance management
 - 6.2 Identifying and measuring performance management

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- 6.3 Performance appraisals
- 6.4 Tools for performance appraisals
- 6.5 Training managers and employees in performance appraisals
- 6.6 Appraisal feedback
- 7.0 Total Rewards & Compensation
 - 7.1 Nature of total rewards and compensation
 - 7.2 Laws governing compensation
 - 7.3 Strategic compensation decisions
 - 7.4 Compensation system design issues
 - 7.5 Developing a base pay system
 - 7.6 Pay structures
 - 7.7 Determining pay increases
- 8.0 Managing Employee Benefits/Risk Management & Worker protection
 - 8.1 Benefits and HR strategy
 - 8.2 Benefits administration, technology, and communication
 - 8.3 Legally required benefits/retirement benefits/health care
 - 8.4 Current state and legal requirements of health, and safety
 - 8.5 Occupational safety and health act
 - 8.6 Safety management/security concerns at work
 - 8.7 Disaster preparation and recovery planning
- 9.0 Employee Rights and Responsibilities
 - 9.1 Employer and employee rights and responsibilities
 - 9.2 Rights affecting the employment relationship
 - 9.3 Managing individual employee and employer rights issues
 - 9.4 Balancing employer security and employee rights
 - 9.5 Human resource policies, procedures, and rules
 - 9.6 Employee discipline
- 10.0 Union Management Relations
 - 10.1 Perspectives on unionization
 - 10.2 Union membership in the United States
 - 10.3 Union history and structure in the United States
 - 10.4 U.S. Labor laws
 - 10.5 The unionization process
 - 10.6 Collective bargaining issues
 - 10.7 Collective bargaining process
 - 10.8 Union/Management cooperation
 - 10.9 Grievance management
- 11.0 Course Summary Review
 - 11.1 Review and summary/discussion of key elements in HRM;

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11.2 Case study exercises on selected key topics and discussions.

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8. Instructional Goals

The course will introduce students to:

- 1.0 Human resource management in the broader management process;
- 2.0 Strategies employed to measure and analyze the effectiveness of HR management practices utilizing theories and current global practices;
- 3.0 Legal protections available to employees and employers to prevent bias and discrimination based on EEOC factors;
- 4.0 The different approaches of job design, job satisfaction, job engagement retention;
- 5.0 The strategic training process and its impact on employee performance appraisal;
- 6.0 The steps involved in the development of a base pay system;
- 7.0 The role of compensation and benefits for workforce attraction and retention; and
- 8.0 The history and process of the U.S. Labor movement and the nature of each of the major U.S. Labor laws.

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9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1.0 Explain HRM's role in the management process;
- 2.0 Explain how organizations can measure and analyze the effectiveness of HR management practices;
- 3.0 Demonstrate an understanding of discrimination and the legal protections that prevents bias and discrimination;
- 4.0 Assess the different approaches of job design, job satisfaction, and job engagement retention;
- 5.0 Explain the employee performance appraisal processes;
- 6.0 Apply the steps involved in the development of a base pay system;
- 7.0 Distinguish the role of compensation and benefits for the workforce attraction and retention; and
- 8.0 Discuss the history and process of the U.S. Labor movement and the nature of each of the major U.S. Labor laws.

10. Assessment Measures of Student Learning Outcomes

Assessment of student learning may include, but not be limited to, the following:

- 1.0 Quizzes & Exams;
- 2.0 Peer-Reviewed Case Studies;
- 3.0 Assignments; and
- 4.0 Recorded Video Presentations.