

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Human Resource Management

**Prefix and Course Number:** MMGT 231

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Identify the major HR challenges facing organizations and managers
- Define five basic EEO concepts
- Discuss affirmative action and affirmative action plan
- Distinguish between diversity management and equal employment opportunity
- Identify the organization's goals in recruiting and describe various methods for recruiting
- Conduct job analysis, set up training and appraisal programs
- Describe the issues involved in developing a compensation and benefit strategy
- Identify the intricacies of employee and labor relations
- Describe employee rights in the workplace, employee safety, and health issues

**Course Outline:**

- I. Fundamentals of Human Resource Management
  - A. Techniques/principles of personnel supervision
  - B. Administration
    1. employee recruitment
    2. job analysis
    3. affirmative action
    4. labor relations
    5. compensation
    6. performance appraisal
    7. interviewing
    8. motivation
    9. training
    10. development
    11. employee health and safety