HR 65.10 Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: HR 65.10   Title: HR ADM CERTIFICATE
Full Title: Human Resource Administration Cert. Overview and Exam
Last Reviewed: 1/26/1998

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	8.00	1	Lecture Scheduled	8.00
Minimum	0.50		Lab Scheduled	0	1	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	8.00		Contact Total	8.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 16.00   Total Student Learning Hours: 24.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: BMG 65.10

Catalog Description:
This course allows the Human Resource Administration certificate candidates to review all the information provided in the certificate program and utilize the resources in a comprehensive exam.

Prerequisites/Corequisites:
Completion with grade of 'C' or better or concurrent enrollment in BMG 52 HR 60 (formerly BMG 64) and HR 65.1 (formerly BMG 65.1) and HR 65.2 (formerly BMG 65.2) and HR 65.3 (formerly BMG 65.3) and HR 65.4 (formerly BMG 65.4) and HR 65.5 (formerly BMG 65.5) and HR 65.6 (formerly BMG 65.6) and BAD 52 and BAD 53.

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: This course allows the Human Resource Administration certificate candidates to review all the information provided in the certificate program and utilize the resources in a comprehensive exam. (P/NP Only)

Prerequisites/Corequisites: Completion with grade of 'C' or better or concurrent enrollment in BMG 52 HR 60 (formerly BMG 64) and HR 65.1 (formerly BMG 65.1) and HR 65.2 (formerly BMG 65.2) and HR 65.3 (formerly BMG 65.3) and HR 65.4 (formerly BMG 65.4) and HR 65.5 (formerly BMG 65.5) and HR 65.6 (formerly BMG 65.6) and BAD 52 and BAD 53.
Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	**Area**	Effective:	Inactive:
CSU GE:	**Transfer Area**	Effective:	Inactive:
IGETC:	**Transfer Area**	Effective:	Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Each participant will be able to:
1. ask questions on material presented in certificate program;
2. demonstrate their ability to utilize the resources by scoring at least
70% on an open book, open notes exam.

Topics and Scope:

1. Human Resource Management
a) HR activities/Scope
b) Measuring HR/effectiveness
2. Written Communication
a) Memo's
b) Complaint letters
3. Human Relations
a) Effectiveness in a work team
b) Communication techniques
4. Spreadsheets
a) Layout
b) Column totals
5. The Hiring Process
a) Establishing the process
b) Behavior based interviewing
6. Payroll and Salary Administration

a) Basic Payroll
b) Salary Ranges
c) Merit budgets
7. Recordkeeping
a) Time limits
b) Document locations
8. Administrating leaves of absence
a) FMLA & ADA
b) Workers Comp and sick time
9. Benefits Administration
a) Major Medical
b) Social Security
c) Defined Benefit Plan
10. Fundamentals of HR Law
a) FLSA and Calif. Wage and Hour
b) ADA
11. Review & Comprehensive Exam
a) Review of key issues in each requirement
b) Comprehensive exam on key issues

Assignment:

None.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because skill demonstrations are more appropriate for this course.	Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Performance exams	Skill Demonstrations 10 - 30%

Exams: All forms of formal testing, other than skill performance exams.

ESSAY	Exams 70 - 90%

Other: Includes any assessment tools that do not logically fit into the above categories.

	Other Category
None	0 - 0%

Representative Textbooks and Materials:
None.