

**BMG 64 Course Outline as of Fall 1981****CATALOG INFORMATION**

Dept and Nbr: BMG 64 Title: HUMAN RESOURCE MGMT

Full Title: Human Resource Management

Last Reviewed: 1/25/2021

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	5	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

What a supervisor needs to know about personnel administration: Federal and state regulations (EEO, OSHA, ERISA, etc.) labor relations, wage and salary administration, employee benefits and services and other personnel matters the supervisor must understand. An opportunity to build skills in handling grievances, disciplining, discharging, interviewing and performance appraisals.

**Prerequisites/Corequisites:****Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: What a supervisor needs to know about personnel administration. A practical guideline for successful navigation through today's increasingly complex human resources issues. Topics include the legal environment, benefits, grievances, disciplining, interviewing & performance appraisals. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1981	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Students will:

1. explain the difference between Personnel and Human Relations;
2. Calculate employee productive hours and explain its importance;
3. Calculate the actual cost of labor;
4. Identify at least 10 new laws that effect how we manage people today;
5. Demonstrate effective recruiting techniques;
6. Complete complex case analysis problems;
7. Explain how OSHA, FLSA, SB198 effect the workplace;
8. Cite the steps for successful employee appraisal;
9. List the risk and techniques in downsizing and terminations;
10. Discuss the past, present and future of collective bargaining in America.

**Topics and Scope:**

- A. Introduction to personnel management
  1. Federal/state regulations, compensation administration, labor relations
- B. Nature of complaints and grievance procedures
- C. Approaches to discipline, disciplinary programs, rules and penalties
- D. Training in the workplace
  1. the learning process
  2. training methods, programs, and evaluation
- E. Interviewing
  1. types
  2. preparing and conducting

3. common pitfalls  
F. Performance appraisal methods, practices, and problems

**Assignment:**

Weekly reading and writing, written projects, participation in experiential training exercises.

**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.

Written homework, Essay exams, Term papers

Writing  
50 - 70%

**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.

Class performances

Skill Demonstrations  
10 - 30%

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

Multiple choice, True/false

Exams  
20 - 30%

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

None

Other Category  
0 - 0%

**Representative Textbooks and Materials:**

MANAGING HUMAN RESOURCES, 4th Edition, Randall S. Schuler, West Publishing Company.