

HR 60 Course Outline as of Spring 2003**CATALOG INFORMATION**

Dept and Nbr: HR 60 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: BMG 64

Catalog Description:

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

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:**Schedule of Classes Information:**

Description: What a professional needs to know about Human Resource administration. A practical guideline for successful navigation through today's increasingly complex human resources issues. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

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:	Transferable	Effective: Fall 1981	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

Students will be able to:

- 1) Describe the difference between Human Resource management and Personnel management.
- 2) Summarize and apply Federal/State regulations dealing with discrimination, hiring, payroll, other compensation, pensions, safety and labor relations.
- 3) Identify at least 10 new laws affecting how we manage people.
- 4) Calculate and interpret the actual cost of labor, including benefits, labor administration costs, and employee productive hours, including an assessment of its importance to management.
- 5) Describe effective recruitment techniques, interviewing techniques,
- 6) Summarize types, nature and approaches to handling complaints, grievances, and disciplinary problems.
- 7) Describe the types of performance appraisal methods and their connection to rewarding, promoting, disciplining and discharging employees.

Topics and Scope:

A. Introduction to Human Resource management

1. Federal/state regulations (EEO, OSHA, ERISA, etc.)
2. Compensation administration - wages, salaries and benefits
3. Labor relations

B. The hiring process

1. Recruitment
2. Interviewing
 - a) Types
 - b) Preparing and conducting

- c) Common problems
- 3. Selection
- C. Training in the workplace
 - 1. The learning process
 - 2. Training methods, programs, and evaluations
- D. Performance appraisal methods, practices and problems
- E. Approaches to discipline, disciplinary programs, rules and penalties
- F. Discharging employees
- G. Nature of complaints and grievance procedures

Assignment:

Weekly reading in Wall Street Journal and other business publications.
 Weekly text readings.
 Text written assignments/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, Term papers, Case analysis	Writing 50 - 70%
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None	Problem solving 0 - 0%
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Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances	Skill Demonstrations 10 - 30%
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Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Essay exams	Exams 20 - 30%
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Other: Includes any assessment tools that do not logically fit into the above categories.

None	Other Category 0 - 0%
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Representative Textbooks and Materials:

Strategic Human Resource Management, 1st Edition by Mello. Published by Southwest, copyright 2002

