

CATALOG INFORMATION

Dept and Nbr: HR 66

Title: HR CURRENT APPLICATIONS

Full Title: Human Resource Administration Current Applications

Last Reviewed: 2/25/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

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:**  
Overview of Human Resource developments and recent changes in California and federal law, recent HR court cases changing common practice, and current issues and trends effecting HR administration. Utilization of resources to successfully solve problems, create a professionally written document, and a correctly prepared spreadsheet on employee benefits. Demonstration of mastery of all information learned through the Certificate Program.

**Prerequisites/Corequisites:**  
Completion with grade of 'C' or better or concurrent enrollment in BMG 52 and HR 60 (formerly BMG 64) and HR 61 and HR 62 (formerly HR 65.3 or BMG 65.3)and HR 63 (formerly HR 65.1 or BMG 65.1) and HR 64 (formerly HR 65.2 or BMG 65.2) and HR 65 (formerly BMG 65.4) and BAD 52 and BAD 53.

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Overview of Human Resource developments and recent changes in California and

federal law, recent HR court cases changing common practice, and current issues and trends effecting HR administration. Utilization of resources to successfully solve problems, create a professionally written document, and a correctly prepared spreadsheet on employee benefits. Demonstration of mastery of all information learned through the Certificate Program. (Grade or P/NP)

Prerequisites/Corequisites: Completion with grade of 'C' or better or concurrent enrollment in BMG 52 and HR 60 (formerly BMG 64) and HR 61 and HR 62 (formerly HR 65.3 or BMG 65.3) and HR 63 (formerly HR 65.1 or BMG 65.1) and HR 64 (formerly HR 65.2 or BMG 65.2) and HR 65 (formerly BMG 65.4) and BAD 52 and BAD 53.

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:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>

<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 2009	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Outcomes and Objectives:**

Upon completion of the course, students will be able to:

1. Effectively analyze a case study to identify employment challenges and recommended solutions.
2. Demonstrate the ability to utilize available resources needed to correctly respond to specific Human Resource questions.
3. Discuss the major employment issues presented in the HR Certificate Program and describe their importance in the American workplace in the 21st century.
4. Demonstrate the ability to communicate professionally and effectively in writing.
5. Demonstrate the ability to use a spreadsheet to address typical HR analytical challenges.

**Topics and Scope:**

- I. Human Resource Management
  - A. Human resource responsibilities, activities, and scope
  - B. Measuring HR effectiveness
  - C. Role of human resource in strategic planning
- II. Written Communication

- A. Memoranda
- B. Professional letters
- III. Human Relations
  - A. Effectiveness in a work team
  - B. Communication techniques
  - C. Employee motivation
- IV. Spreadsheets
  - A. Layout
  - B. Column totals and formulas
- V. The Hiring Process
  - A. Establishing the hiring process
  - B. Behavior-based interviewing
- VI. Salary Administration
  - A. Basic payroll laws and calculations
  - B. Developing salary ranges
  - C. Merit-based compensation systems
- VII. Recordkeeping
  - A. Retention requirements
  - B. Document locations
- VIII. Benefits and Leave of Absence Administration
  - A. Family Medical Leave Act (FMLA)
  - B. Reasonable accommodation issues
  - C. Workers compensation and sick time
  - D. Major medical insurance options
  - E. Ancillary benefits packages and options
  - F. Federally mandated benefits and leaves
  - G. Defined benefit retirement plan options
  - H. Defined contribution retirement plan options
- IX. Fundamentals of Human Resource Law
  - A. Discrimination law
  - B. Wage and hour Law
  - C. Safety regulations
- X. Review and Comprehensive Exam
  - A. Research of key issues in each required topic area
  - B. Comprehensive exam on key issues

**Assignment:**

1. Complete a 200 question open-book exam that addresses all the major areas presented in the HR Certificate program, using as resources all texts and handouts presented in the program.
2. Write a 1000-word paper on the analysis and conclusions of an assigned case study.
3. Read from the text and answer questions about the issues raised in the textbook.
4. Write a professional letter given specific parameters.
5. Prepare a professional spreadsheet that correctly summarizes and calculates a benefits cost analysis.

**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.

Write a professional business letter;  
write an analytical paper based on the case study

Writing  
30 - 40%

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

Develop a spreadsheet with formulas and data analysis;  
questions and answers from the text

Problem solving  
20 - 30%

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

None

Skill Demonstrations  
0 - 0%

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

Multiple choice, true/false, exam

Exams  
30 - 40%

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

None

Other Category  
0 - 0%

### **Representative Textbooks and Materials:**

The New American Workplace by James O'Toole and Edward E. Lawler III., 2007  
Instructor prepared materials