

CATALOG INFORMATION

Dept and Nbr: BMG 64.2      Title: HUMAN RESOURCE RESP  
Full Title: Human Resource Responsibilities  
Last Reviewed: 4/14/2003

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:**  
Identify human resource issues from a manager's perspective, including compensation systems, types of employee benefits, safety requirements, and safety violations.

**Prerequisites/Corequisites:**

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

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: Identify human resource issues from a manager's perspective, including compensation systems, types of employee benefits, safety requirements, and safety violations. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended: Eligibility for ENGL 100 or ESL 100  
Limits on Enrollment:  
Transfer Credit:

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>	<b>Effective:</b>	<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:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

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

1. Differentiate among exempt, non-exempt, and independent contractors.
2. Calculate the cost to the organization of a typical non-exempt employee and their productive hours.
3. Compare and describe compensation systems.
4. Examine and explain the relationship between the compensation system and the appraisal process.
5. Analyze types of benefits.
6. Differentiate between entitlements and benefit.
7. Examine Occupational and Safety Health Act (OSHA) safety regulation and California Safety Laws.
8. Conduct a safety inspection and identify safety violations.
9. Identify and describe the differences and relationship between the Fair Labor Standards Act, California wage and hour laws, and the Employment-at-will doctrine.

### **Topics and Scope:**

1. Employee types and compensation characteristics.
  - A. Exempt.
  - B. Non-exempt.
  - C. Independent contractor.
2. Method of calculating non-exempt employee's cost and productive hours.
3. Compensation systems.
4. The appraisal process.
5. Employee benefits: relationship between compensation and the appraisal process.
6. Employee entitlements.
7. Occupational and Safety Health Act (OSHA) regulations.
8. California safety laws.

9. Safety inspections: identifying safety violations.
10. Fair Labor Standards Act (FLSA).
11. California wage and hour laws.
12. Employment-at-will doctrine.

### Assignment:

1. In-class writing assignments
2. Homework.
3. Group activities.
4. Role-playing.
5. Workbook exercises.
6. Case studies.
7. Skill demonstrations.
8. Participation in classroom activities.
9. Examination(s).

### 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, In-class written assignments, short essay question

Writing  
25 - 35%

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

Problem solving in groups, workbook exercises

Problem solving  
20 - 25%

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

Class performances, Role playing

Skill Demonstrations  
20 - 40%

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

Multiple choice, True/false, Short essays

Exams  
1 - 20%

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

Participation in classroom activities

Other Category  
10 - 30%

### Representative Textbooks and Materials:

Instructor-prepared materials.

Ivancevich. HUMAN RESOURCE MANAGEMENT, 8th ed., McGraw-Hill/Irwin, 2001.

