

HR 66 Course Outline as of Fall 2019**CATALOG INFORMATION**

Dept and Nbr: HR 66 Title: HR CURRENT APPLICATIONS

Full Title: Human Resource Administration Current Applications

Last Reviewed: 1/27/2025

| 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 employment related court cases, and current issues and trends affecting Human Resource 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 Human Resource Program.

Prerequisites/Corequisites:

Completion or concurrent enrollment in HR 60 AND HR 61 AND HR 62 AND HR 63 AND HR 64 AND HR 65 AND BAD 52 AND BMG 53 AND CS 61.11A and CS 61.11B

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100 or equivalent

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

Description: Overview of Human Resource developments and recent changes in California and Federal law, recent employment related court cases, and current issues and trends affecting Human Resource 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 Human Resource Program. (Grade or P/NP)

Prerequisites/Corequisites: Completion or concurrent enrollment in HR 60 AND HR 61 AND HR 62 AND HR 63 AND HR 64 AND HR 65 AND BAD 52 AND BMG 53 AND CS 61.11A and CS 61.11B

Recommended: Eligibility for ENGL 100 or ESL 100 or equivalent

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 2009 | Inactive: |
| UC Transfer: | | Effective: | Inactive: |

CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Demonstrate competency in all major aspects of Human Resources administration and be able to apply this competency in actual business scenarios.
2. Prepare professionally written documents and spreadsheets in a Human Resources context.

Objectives:

At the conclusion of this course, the student should 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 a real life setting.
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 programs
- VII. Record Keeping
 - 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. 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 paper on the analysis and conclusions of an assigned case study
3. Read an assigned topic and discuss the issues raised in the reading
4. Write a professional letter given specific parameters
5. Prepare a professional spreadsheet that correctly summarizes and calculates a benefits cost analysis
6. Oral presentation on an assigned topic

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

Problem solving
20 - 30%

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

Do an oral presentation on an assigned topic and discussion of issues in reading

Skill Demonstrations
10 - 20%

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

Open-book 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:

Instructor prepared materials