

HR 60 Course Outline as of Fall 2021**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 | 6 | 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:

Overview of the Human Resources profession and the role it plays in contributing to the success of the organization. Emphasis is on Human Resource responsibilities, procedures and administration, such as employment law, staffing, compensation, ethics, employee relations, training, performance management, benefits, metrics, and labor relations. Best practices, current trends, and the role of Human Resources in strategic planning are consistently highlighted.

Prerequisites/Corequisites:**Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

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

Description: Overview of the Human Resources profession and the role it plays in contributing to the success of the organization. Emphasis is on Human Resource responsibilities, procedures and administration, such as employment law, staffing, compensation, ethics, employee relations, training, performance management, benefits, metrics, and labor relations. Best practices, current

trends, and the role of Human Resources in strategic planning are consistently highlighted.
(Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 or appropriate placement based on AB705 mandates

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:

Both Certificate and Major Applicable

COURSE CONTENT

Student Learning Outcomes:

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

1. Demonstrate an understanding of human resources responsibilities and procedures.
2. Apply the elements of effective Human Resource management techniques to specific employment situations.
- 3) Demonstrate ability and apply the appropriate Human Resource methodology to resolve employment issues.
3. Demonstrate ability and apply the appropriate Human Resource methodology to resolve employment issues.

Objectives:

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

1. Identify and describe the importance of the key components of employee relations, employment law, and Human Resource planning to an employer in today's business environment.
2. Identify and explain the role that the Human Resource profession plays in developing and administering the strategic business plan.
3. Explain how the Human Resources function meets the employment needs of an organization.
4. Identify and describe how labor laws, ethics, best practices in employment, employment policies, and procedures impact the management of employees.

Topics and Scope:

- I. Human Resources Management Responsibilities

- A. Human Resource Functions
 - 1. Human Resource Challenges
 - 2. Human Resource Strategic View
 - 3. Human Resource Administration and Applicable ROI (Return On Investment) Metrics
 - 4. Responsibilities within Human Resources
 - 5. Current trends and Best Practices and Procedures
- B. Human Resources as a Strategic Partner - Developing the Business Plan
- II. Ethics and Responsibility
 - A. Corporate Social Responsibility
 - 1. Legislation
 - 2. Stakeholder Analysis and Social Contract
 - B. Human Resource Ethics
 - 1. Model of Ethics
 - 2. Sources of Ethical Guidance
 - 3. Code of Ethics
- III. Employment Law
 - A. Diversity Management
 - B. Equal Employment Opportunity
 - C. Supreme Court Decisions
 - D. California Employment Laws
 - 1. Diversity Issues
 - 2. Industrial Relations Regulations
- IV. Human Resource Planning and Job Analysis
 - A. Job Analysis
 - 1. Reasons
 - 2. Methods
 - B. Job Descriptions
 - 1. Content
 - 2. Uses
 - C. Legal Implications of Job Analysis
 - D. Human Resource Planning
 - 1. Forecasting Techniques
 - 2. Planning Process
- V. Recruiting
 - A. External Environment of Recruiting
 - B. Internal Environment of Recruiting
 - C. The Recruiting Process
 - 1. Methods
 - 2. Sources
 - D. Legal Implications
- VI. Testing and Selection
 - A. Environmental Factors
 - B. Selection Process
 - 1. Interview
 - 2. Testing
 - C. Legal Implications
- VII. Training and Development
 - A. Factors Influencing Training
 - B. Internal and External Environment
 - C. Methodology
 - 1. Methods
 - 2. Advantages and Disadvantages

- D. Management Development
- E. New Employee Orientation
- F. HR Development Programs
- G. Organizational Development
- VIII. Performance Management
 - A. Performance Appraisal Overview
 - B. Uses of Performance Appraisal
 - 1. HR Planning
 - 2. Recruiting and Selection
 - 3. Compensation
 - 4. Training
 - C. Appraisal Process
 - D. Methods and Criteria
 - E. Typical Problems with Appraisal
 - F. Characteristics of an Effective Appraisal System
 - G. Legal Implications
- IX. Compensation
 - A. Equity in Financial Compensation
 - B. Determinants of Financial Compensation
 - 1. Organization
 - 2. Labor Market
 - 3. Society
 - 4. Economy
 - 5. Legislation
 - 6. Job Content
 - 7. Performance
 - C. Compensation for Special Groups
 - 1. Team Based Pay
 - 2. Company wide Plans
 - 3. Executive Compensation
- X. Benefits
 - A. Mandated Benefits
 - B. Discretionary Benefits
 - 1. Pay for time not worked
 - 2. Health Care
 - 3. Retirement Plans
 - 4. Employee Services
 - C. Legal Implications
 - D. Intrinsic Benefits
- XI. Safety and Health
 - A. Legal Environment
 - 1. Occupational Safety and Health Administration (OSHA), Federal
 - 2. Cal-OSHA, State
 - B. Safety Programs
 - C. Security and Workplace Violence
 - D. Ergonomics and Stress
- XII. Labor and Collective Bargaining
 - A. History of the Labor Movement
 - B. Union Strategies for Growth
 - C. Why Employees Join Unions
 - D. Union Structure
 - 1. Local

- 2. National
- E. Collective Bargaining Process and Relationship
 - 1. Union Organizing and Campaign
 - 2. Good Faith Bargaining
- XIII. Employee Relations
 - A. Disciplinary Action
 - 1. Process
 - 2. Methodology
 - B. Alternative Dispute Resolution
 - 1. Grievance
 - 2. Mediation
 - 3. Arbitration
 - C. Termination
 - D. Legal Implications
- XIV. Global HR Management
 - A. The Evolution of Global Business
 - B. Global Staffing
 - 1. Recruiting
 - 2. Compensation
 - C. Global HR Development
 - D. Legal Implications

Assignment:

1. Read the assigned text, 20 to 40 pages per week.
2. Complete an objective quiz on the assigned chapter each week.
3. Face to Face: Participate in class and small group discussions on Human Resources and the role it plays as a strategic business partner. Online: Participate in discussion assignments on the same topics.
4. Write a 5-10 page research paper on a specific Human Resource problem or issue area; include a written suggested resolution with a cost benefit analysis.
5. Submit short written responses to questions on HR responsibilities and functions.
6. Complete a midterm and a final exam, each consisting of multiple-choice, true-false, and short essay questions.
7. Participate in a group presentation on a specific area of Human Resources; conduct a presentation with written materials highlighting best practices, future trends, and Human Resources specific responsibilities. For online format, record the presentation on TechConnect Zoom or other appropriate platform for the remainder of the students to watch and assess.
8. Provide appropriate solutions to Human Resources problems.

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 research paper on a major HR issue and submit short written responses to questions on HR responsibilities and functions.

Writing
10 - 20%

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

Provide appropriate solutions to Human Resources problems.

Problem solving
5 - 10%

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

Participate in a group presentation in class or online.

Skill Demonstrations
10 - 20%

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

Read the assigned text; complete an objective quiz on the assigned chapter each week.
Complete multiple choice, true/false, and short answer mid term and final exams.

Exams
40 - 60%

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

Participate in class and small group discussions or online forum discussions

Other Category
10 - 20%

Representative Textbooks and Materials:

Human Resource Management. 3rd ed. Hussier, Robert and Hendon, John. Sage Publishing. 2018

Instructor prepared materials