HR 60 Course Outline as of Fall 2009

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 and processes, such as employment law, staffing, compensation, ethics, employee relations, training, performance management, benefits, metrics, labor relations, and administration. 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

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 and processes, such as employment law, staffing, compensation, ethics, employee relations, training, performance management, benefits, metrics, labor relations, and administration. 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
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

Outcomes and Objectives:
Upon Completion of the course students will be able to:
1. Identify and describe the importance of the key components of employee relations, employment law, and Human Resource administration 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, best practices, policies, and procedures impact the management of employees.

5. Explain the best practices, current trends, and key aspects of a specific Human Resource responsibility.

Topics and Scope:

I. Human Resources Management
 A. Human Resource Management Functions
  1. Staffing
  2. Human Resource Development
  3. Compensation and Benefits
  4. Safety and Health

5. Employee and Labor Relations
B.Dynamic Human Resource Management Environment
C.HR's Changing Role
1. Human Resource Management
2. Line Managers
D.HR as a Strategic Partner
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. Workforce Diversity and Equal Employment
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, about 20 pages per week.

2. Complete an objective quiz on the assigned chapter each week.

3. Participate in class and small group discussions on Human Resources and the role it plays as a strategic business partner.

4. Write a 5-10 page research paper on a specific Human Resource issue or problem area; present a suggested resolution with a cost benefit analysis.

5. Complete a midterm and a final exam, each consisting of multiple-choice, true-false, and short essay questions.

6. Participate in a group presentation on a specific area of Human Resources; conduct a presentation with written materials that highlighting best practices, future trends, and Human Resources specific responsibilities.

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.	Writing 10 - 20%

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

Provide an appropriate solution to a Human Resources problem.	Problem solving 5 - 10%

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

Participate in a team presentation in class.	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 discussion.	Other Category 10 - 20%

Representative Textbooks and Materials:
Human Resource Management. Mondy R. Wayne . Prentice Hall: 10th Edition, 2007
Instructor prepared materials