

CATALOG INFORMATION

Dept & Nbr: BUS 135 Title: HUMAN RESOURCE MGMT
Full Title: Human Resource Management

Units	Course Hours	Per Week	Nbr of Weeks	Course Hours	Total
Max: 3.0	Lecture	3.0	17	Lecture	51.0
Min: 3.0	Lab	0.0		Lab	0.0
	Contact DHR	0.0		Contact DHR	0.0
	Contact Total	3.0		Contact Total	51.0
	Non-contact DHR	0.0		Non-contact DHR	0.0

Title 5 Category: 01 AA Degree Applic
Grading: GC Credit course for grade or CR/NC
Repeatability: 00 No repeatability allowed or defined
Also listed as:

CATALOG DESCRIPTION:

This course will provide a general introduction to the basic facets of Human Resource Management. Students will have the opportunity to investigate various Human Resource issues including interviewing, performance evaluations, hiring, compensation and benefits, and legal issues.

PREREQUISITES:

COREQUISITES:

RECOMMENDED PREPARATION:

ENG 80.

LIMITS ON ENROLLMENT:

SCHEDULE OF CLASSES INFORMATION:

Recommended: ENG 80.

This course will provide a general introduction to the basic facets of Human Resource Management. Students will have the opportunity to investigate various Human Resource issues including interviewing, performance evaluations, hiring, compensation and benefits, and legal issues. (Grade or CR/NC)

Transfer Credit: CSU.

ARTICULATION and CERTIFICATE INFORMATION

ASSOCIATE DEGREE: Effective: Inactive:
Area:
CSU GE: Effective: Inactive:
Transfer area:

IGETC: Effective: Inactive:
Transfer area:

CSU TRANSFER: TRANSFERABLE Effective: SPRING 2007 Inactive:

UC TRANSFER: Effective: Inactive:

CAN:

CERTIFICATE APPLICABLE: N NOT CERTIFICATE/MAJOR APPLICABLE

APPROVAL AND DATES

=====

Version 01 Submitted by: STEVE HIXENBAUGH Date: 09/12/2006
Department approved: Debra Polak Date: 10/06/2006
Curriculum approved: 10/06/2006 Version approved: 10/06/2006
Prerequisites approved: 10/06/2006 Last reviewed: 10/06/2006
Term effective: SPRING 2007 Last taught: FALL 2008 Inactive:

COURSE CONTENT

=====

OUTCOME AND OBJECTIVES:

Students who successfully complete the course will be able to:

1. Understand the value of Human Resource Management theory and practice.
2. Explore various contemporary issues and practices in Human Resource Management.

TOPICS AND SCOPE:

A. Topics:

- a. Nature of Human Resource Management
- b. HR in Small and Large Organizations
- c. HR Activities
 - i. HR Planning and Analysis
 - ii. Equal Employment Opportunity
 - iii. Recruiting
 - iv. Interviewing
 - v. Staffing
 - vi. Organizing and Placement of Employees
 - vii. HR Development
 - viii. Compensation and Benefits
 - ix. Health, Safety, and Security
 - x. Employee and Labor/Management Relations
 - xi. Global Human Resource Management
 - xii. Sexual Harassment Issues
 - xiii. Employee Discipline and Termination
 - xiv. Current Legal Issues in HR Management
- d. HR Management Challenges
- e. HR and Technology
- f. HR Management Roles
- g. Ethics and HR
- h. Strategic Human Resource Management
- i. Individual Employee Performance and Retention
- j. Legal Framework for Equal Employment, Diversity, and Affirmative Action
- k. Training & Development
- l. Employee Rights and Corrective Action
- m. Union/Employee Relations
- n. HR and Careers

ASSIGNMENTS:

READING ASSIGNMENTS:

Students will be required to read and study assigned handouts, texts, and library books.

WRITING ASSIGNMENTS:

Students will be required to complete a team project, several individual written assignments on HR topics and a written midterm and final examination.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of two hours of independent work out of class for each unit of credit by doing the following:

- i. Reading and studying the assigned handouts
- ii. Reading and studying the notes from the classroom lectures
- iii. Researching and writing the projects described above

METHOD OF INSTRUCTION:

Lecture, discussion, handouts, reading assignments, computer usage, video, Internet, and guest speakers.

METHODS OF EVALUATION:

Completion of in class activities	(20%)	Completion of Written	
Assignments	(30%)	Completion of Midterm Exam	(20%)
Completion of Final Exam	(30%)		

BASIS FOR GRADING:

The assignment of a grade is based on the level of achievement of the outcomes and objectives of the course outline and is reflected in quantifiable terms in the course syllabus.

REPRESENTATIVE TEXTBOOKS:

Robert L. Mathis/John H. Jackson, Human Resource Management 10th Edition and study guide