

BUS 0277 - HUMAN RESOURCE MANAGEMENT

Catalog Description

Formerly known as BUS 103

Advisory: Completion of ENGL N with grade of "C" or better or placement by matriculation assessment process recommended

Hours: 54 lecture

Description: A foundational management course for understanding how to manage human capital. Topics, practical application projects and case studies that demonstrate the importance of human resources to drive innovation and competitive advantage. Five functional areas covered include staffing, human resource development, employee relations, workplace health and safety, and compensation. (CSU)

Course Student Learning Outcomes

- CSLO #1: Identify and explain functions of human resource management.
- CSLO #2: Solve workplace problems and skillfully perform human resource activities.
- CSLO #3: Explain career options for human resource professionals.

Effective Term

Fall 2020

Course Type

Credit - Degree-applicable

Contact Hours

54

Outside of Class Hours

108

Total Student Learning Hours

162

Course Objectives

1. Formulate hypotheses regarding future human resource practices.
2. Conduct a job analysis.
3. Analyze a job description.
4. Explain and evaluate HR's role in the performance management process in a specific organization.
5. Practice and develop performance appraisal interviewing techniques.
6. Write and deliver a Performance Improvement Plan (PIP).
7. Conduct a needs assessment to determine the training needs of the organization.
8. Identify and explain important federal laws governing the employer-employee relationship.
9. Develop learning activities that incorporate adult learning principles and methods of experiential learning.
10. Conduct a training program and evaluate its effectiveness.
11. Effectively communicate a total rewards system to current and prospective employees.

12. Create a Safety Program, Wellness Program or Workplace Violence Preparedness Program.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- CSU Transferable

Methods of Evaluation

- Classroom Discussions
 - Example: Through a classroom discussion, students will explain the legal implications of job analysis. Answers graded using a rubric.
- Objective Examinations
 - Example: Exam question, short answer. Test answers will be evaluated using objective criteria as identified in the textbook. Sample question: Identify which disciplinary procedures are appropriate to use in the following situations: a. Theft b. Sleeping on the job c. Negligence in the performance of duties
- Skill Demonstrations
 - Example: Present a training intervention to teach a potential employee a new skill. Students will be evaluated using a 3 point rubric outlining mastery, proficiency and unsatisfactory.

Repeatable

No

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Instructor facilitates student learning by engaging students in class discussion sessions based on textbook and HRM article readings as they apply to job descriptions. (Objective 2)

Distance Learning

1. Instructor provides PowerPoint lecture about the performance appraisal process including video examples. Students discuss effective and ineffective appraisal techniques through posting on-line. (Objective 5)
2. Instructor presents video and audio selections of current issues in HRM for student analysis. Students work in teams to identify deficiencies in workplace safety and prescribe changes by preparing safety program. (Objective 12)
3. Students create a performance appraisal form and apply it to their own performance. (Objective 5)

Typical Out of Class Assignments Reading Assignments

1. Students will read an HRM article from Forbes Magazine and identify how an organization's culture impacts recruitment efforts.
2. Students

will identify the major laws affecting equal employment opportunity by reading in the course text and view additional case studies on the SHRM.org website.

Writing, Problem Solving or Performance

1. Using ideas from class material and discussion, the assigned readings and your own research, write a three- to four-page paper (1,000–1,500 words) discussing the evolving future of HR practice. Discuss factors you believe will have the most influence on the future of HR.

2. Watch "Violence on the Job" video created by the National Institute for Occupational Safety and Health: NIOSH Publication No. 2004-100d – publicly available on the NIOSH website (21 minutes). This video highlights the concerns faced by organizations that deal with the public in keeping their employees safe. Environmental, administrative and behavioral precautions are discussed with regard to their effectiveness and applicability in different workplace situations. Complete a worksheet to assess your organization's safety plan. Write recommendations to improve or change the existing plan. If no change is needed, write a memo to all employees to communicate the safety plan. To view the video go to: www.cdc.gov/niosh/docs/video/violence.html and click on Program 1: Violence on the Job.

Other (Term projects, research papers, portfolios, etc.)

Student will: 1. Create a training plan 2. Write and deliver a performance improvement plan 3. Create a job description and job posting for a new position

Required Materials

- Fundamentals of Human Resource Management
 - Author: Lussier and Hendon
 - Publisher: Sage
 - Publication Date: 2017
 - Text Edition: 1st
 - Classic Textbook?: No
 - OER Link:
 - OER:

Other materials and-or supplies required of students that contribute to the cost of the course.