Course Outline

COURSE: MGMT 120       DIVISION: 50      ALSO LISTED AS:

TERM EFFECTIVE: Spring 2015      CURRICULUM APPROVAL DATE: 11/24/2014

SHORT TITLE: HUMAN RESOURCE MANAGEMENT

LONG TITLE: Human Resource Management

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Type</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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<tr>
<td>3</td>
<td>18</td>
<td>Lecture</td>
<td>3</td>
<td>54</td>
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<tr>
<td></td>
<td></td>
<td>Lab</td>
<td>0</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td>Other</td>
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<td></td>
<td></td>
<td>Total</td>
<td>3</td>
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COURSE DESCRIPTION:

This course introduces human resource management as a staff function in the administration of an organization. The course examines techniques of human resource planning, recruiting, selecting, training, and evaluating personnel; compensation and benefits administration; and union/management relations. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

   L - Standard Letter Grade
   P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

   02 - Lecture and/or discussion
   72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Describe the ethical, legal and social considerations of the Human Resource function.
   Measure: written reports, projects, exams, classroom discussions
   PLO: 1,4
2. Examine the general business environment that Human Resource management works under. 
   Measure: written reports, projects, exams, classroom discussions 
   PLO: 1,3 
   ILO: 2,7,1,3 
   GE-LO: 
   Year assessed or anticipated year of assessment: 2010-11

   Measure: written reports, projects, exams, classroom discussions 
   PLO: 1,3 
   ILO: 2,7,1,3 
   GE-LO: 
   Year assessed or anticipated year of assessment: 2010-11

4. Identify and describe employee and labor relations issues. 
   Measure: written reports, projects, exams, classroom discussions 
   PLO: 4 
   ILO: 2,7,1,3 
   GE-LO: 
   Year assessed or anticipated year of assessment: 2010-11

5. Examine and apply Human Resource development and training techniques for career planning and work performance appraisal. 
   Measure: written reports, projects, exams, classroom discussions 
   PLO: 1,4 
   ILO: 2,7,1,3 
   GE-LO: 
   Year assessed or anticipated year of assessment: 2010-11

PROGRAM LEARNING OUTCOMES: 
After completing an A.A. Degree or Certificate of Achievement in Business: Retail Management the student will be able to: 
(1) discuss the purpose, context, concepts, and processes of retailing and the retail environment and the responsibilities of the retail operations function. 
(2) explain the basic terms and concepts of accounting, and the content of financial statements and be able to understand and interpret the information they contain. 
(3) develop a general understanding of retail management/business concepts related to sales and marketing of services and/or products. 
(4) determine appropriate and inappropriate interview, hiring, and employee supervision procedures. 

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS 
Curriculum Approval Date: 11/24/2014 
Out of Class Assignments and Homework: Read the related chapters each week, do the end-of-chapter assignments, write reports, and chapter exams. Out of class assignments required on a 2 to 1 basis for Lecture units granted.
9.0 Hours
HUMAN RESOURCES MANAGEMENT IN PERSPECTIVE.
The Challenge of Human Resources Management.
PERFORMANCE OBJECTIVES: Examine the general business environment that Human Resource Management works under.

9.0 Hours
MEETING HUMAN RESOURCES REQUIREMENTS.
Equal Employment Opportunity and Human Resources Management.
Job Analysis, Employee Involvement and Flexible Work Schedules.
PERFORMANCE OBJECTIVES: Recognize the ethical, legal and social considerations of the Human Resource function.

9.0 Hours
DEVELOPING EFFECTIVENESS IN HUMAN RESOURCES.
Expanding the Talent Pool: Recruitment and Careers.
Employee Selection.
Training and Development.
Appraising and Improving Performance.
PERFORMANCE OBJECTIVES: Examine and apply Human Resource planning as applied to job analysis, recruiting and candidate selection.
Mid-semester exam.

9.0 Hours
IMPLEMENTING COMPENSATION AND SECURITY.
Managing Compensation.
Pay-for-Performance: Incentive Rewards.
Employee Benefits.
Safety and Health.
PERFORMANCE OBJECTIVES: Define and apply sound compensation and benefits, review related issues. Recognize safety and health issues in the work place.

9.0 Hours
ENHANCING EMPLOYEE-MANAGEMENT RELATIONS.
Employee Rights and Discipline.
The Dynamics of Labor Relations.
PERFORMANCE OBJECTIVES: Identify employee and labor relations issues.

9.0 Hours
EXPANDING HUMAN RESOURCES MANAGEMENT HORIZONS.
International Human Resources Management.
Creating High-Performance Work Systems.
PERFORMANCE OBJECTIVES: Analyze Human Resource management procedures in consideration of the global environment.
Projects due and final exam

METHODS OF INSTRUCTION:
Lecture, discussions, projects, homework, exams, tests

METHODS OF EVALUATION:
CATEGORY 1 - The types of writing assignments required:
Percent range of total grade: 40 % to 80 %
Written Homework
Reading Reports
Essay Exams
Term or Other Papers
If this is a degree applicable course, but substantial writing assignments are NOT appropriate, indicate reason:
Course primarily involves skill demonstration or problem solving
CATEGORY 2 - The problem-solving assignments required:
Percent range of total grade: 20% to 40%
Homework Problems
Field Work
Lab Reports
Quizzes
Exams
CATEGORY 3 - The types of skill demonstrations required:
Percent range of total grade: 10% to 30%
Class Performance/s
Performance Exams
CATEGORY 4 - The types of objective examinations used in the course:
Percent range of total grade: 10% to 30%
Multiple Choice
True/False
Matching Items
Completion
CATEGORY 5 - Any other methods of evaluation:
Percent range of total grade: 0%

REPRESENTATIVE TEXTBOOKS:
Required:
Angelo DeNisi and Rick Griffin. HR2. South-Western Educational Publishing, Ohio: Cengage Learning, 2013. Or other appropriate college level text.
Reading level of text, Grade: 12th Verified by: MS Word

ARTICULATION and CERTIFICATE INFORMATION
Associate Degree:
CSU GE:
IGETC:
CSU TRANSFER:
Transferable CSU, effective 201030
UC TRANSFER:
Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: N
Classification: I
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable

12/5/2014 4
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department: MGMT
CSU Crosswalk Course Number: 120
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000507794
Sports/Physical Education Course: N
Taxonomy of Program: 050630