Course Outline

COURSE: MGMT 120  DIVISION: 50  ALSO LISTED AS: 

TERM EFFECTIVE: Fall 2020  CURRICULUM APPROVAL DATE 05/12/2020

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>
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<td>0</td>
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<td>Other:</td>
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<tr>
<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
   05 - Hybrid
   71 - Dist. Ed Internet Simultaneous
   72 - Dist. Ed Internet Delayed
STUDENT LEARNING OUTCOMES:
By the end of this course, a student should:
1. Describe the ethical, legal and social considerations of the Human Resource function.
2. Examine the general business environment that Human Resource management works under including employee and labor relations issues.
3. Analyze Human Resource development, training techniques, and management procedures for career planning and work performance appraisal in consideration of the global environment.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date 05/12/2020
9 Hours
Student Performance Objectives: Examine the general business environment that Human Resource Management works under.
9 Hours
Student Performance Objectives: Recognize the ethical, legal and social considerations of the Human Resource function.
9 Hours
Student Performance Objectives: Examine and apply Human Resource planning as applied to job analysis, recruiting and candidate selection.
9 Hours
Student Performance Objectives: Define and apply sound compensation and benefits, review related issues. Recognize safety and health issues in the work place.
9 Hours
Content: Employee Rights and Discipline. The Dynamics of Labor Relations.
Student Performance Objectives: Identify employee and labor relations issues.
7 Hours
Student Performance Objectives: Analyze Human Resource management procedures in consideration of the global environment.
2 Hours
Projects due and final exam.

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

OUT OF CLASS ASSIGNMENTS:
Required Outside Hours: 54
Assignment Description: Out of Class Assignments and Homework: Read the related chapters each week, do the end-of-chapter assignments, work on projects.
Required Outside Hours: 54
Assignment Description: Review notes and textbook readings and study for exams, quizzes.
METHODS OF EVALUATION:
Writing assignments
Percent of total grade: 40.00 %
Percent range of total grade: 40% to 80% Written Homework; Reading Reports; Essay Exams; Term or Other Papers.
Problem-solving assignments
Percent of total grade: 40.00 %
Percent range of total grade: 20% to 40% Homework; Projects; Quizzes; Exams
Objective examinations
Percent of total grade: 20.00 %
Percent range of total grade: 10% to 30% Multiple Choice; True/False; Matching Items; Completion

REPRESENTATIVE TEXTBOOKS:
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: Y
Noncredit Category: Y
Cooperative Education:
Program Status: 1 Program Applicable
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
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