

**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

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
3	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

**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

Content: The Challenge of Human Resources Management. Strategy and Human. Resource Planning.

Student Performance Objectives: Examine the general business environment that Human Resource Management works under.

9 Hours

Content: Equal Employment Opportunity and Human Resources Management. Job Analysis, Employee Involvement and Flexible Work Schedules.

Student Performance Objectives: Recognize the ethical, legal and social considerations of the Human Resource function.

9 Hours

Content: Expanding the Talent Pool: Recruitment and Careers. Employee Selection. Training and Development. Appraising and Improving Performance. Mid-semester exam.

Student Performance Objectives: Examine and apply Human Resource planning as applied to job analysis, recruiting and candidate selection.

9 Hours

Content: Managing Compensation. Pay-for-Performance: Incentive Rewards. Employee Benefits. Safety and Health.

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

Content: International Human Resources Management. Creating High-Performance Work Systems.

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:**

Angelo DeNisi and Ricky Griffin. HR: Human Resources 5th Edition. Or other appropriate college level text.. Ohio: Cengage Learning, South-Western Educational Publishing,2019.

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