

BUS R122: HUMAN RESOURCE MANAGEMENT

Originator

ptrujillo

Co-Contributor(s)
Name(s)

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College

Oxnard College

Discipline (CB01A)

BUS - Business

Course Number (CB01B)

R122

Course Title (CB02)

Human Resource Management

Banner/Short Title

Human Resource Management

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

This course examines the concepts of human resource organization and management including finance, operation, and compliance with federal government regulations, internal organization and the personnel practices including collective bargaining of the organization as an employer and its role with employees.

Taxonomy of Programs (TOP) Code (CB03)

0506.00 - *Business Management

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class**Internship/Cooperative Work Experience**

Paid

Unpaid

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

Maximum Outside-of-Class Hours

105

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Describe the functions of human resource management |
| 2 | Describe and evaluate human resource planning and the staffing process to achieve performance objectives |
| 3 | Describe complex business management, economic, and social issues. |
| 4 | Define human resource challenges in an organization. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|---|
| 1 | Define human resource management and explain how HRM contributes to an organization's performance and strategic goals. |
| 2 | Identify the responsibilities of human resource departments. |
| 3 | Explain compensation administration and its function. |
| 4 | Describe ways employers can avoid illegal discrimination, provide reasonable accommodation and identify federal laws relating to human resource management. |
| 5 | List available technology for human resource management. |
| 6 | Summarize areas in which human resource management can support the goal of creating a high-performance work system. |
| 7 | Define the elements of a job analysis, and discuss their significance for human resource management. |
| 8 | Describe how organizations use assessment of personality type, work behaviors, and job performance to plan employee development. |

Course Content

Lecture/Course Content

1. Management and Personnel
 - a. Philosophy, principles, and policies
 - b. Personnel function
 - c. Organization
 - d. Job design and analysis
2. Employment and Development of People
 - a. Planning
 - b. Recruitment
 - c. Testing and interviewing
 - d. Equal Employment Opportunity (EEO)
 - e. Performance appraisal and Management by Objectives (MBO)
 - f. Career development
 - g. Training
 - h. Motivation and morale
 - i. Quality of working life
 - j. Leadership and supervision
 - k. Participative management
 - l. Discipline
 - m. Unions
 - n. Collective bargaining
 - o. Grievances and arbitration
3. Compensation Administration
 - a. Wage and salary structure
 - b. Financial incentives
 - c. Fringe benefits
 - d. Group incentives
4. Health, Safety, and Security
 - a. Health
 - b. Safety
 - c. Retirement
 - d. Benefits and services
5. Employment Rights
 - a. Right to Know
6. Technology for Human Resource Management

Laboratory or Activity Content

None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
Objective exams
Problem-solving exams
Quizzes

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Class activities
Class discussions
Case studies

Distance Education
 Group discussions
 Instructor-guided interpretation and analysis
 Instructor-guided use of technology
 Lecture

Describe specific examples of the methods the instructor will use:

The instructional methodology will include lectures, class discussions, case studies, and studying actual business problems. Course materials will use current examples of existing business problems to encourage classroom discussion and enhance the learning experience. Multi-media presentations, guest speakers, and group activities may also be used as methods of instruction.

Representative Course Assignments

Writing Assignments

1. Answers to discussion questions in the text related to business management.
2. Summary and analysis of other readings as it applies to HRM skills.
3. Essays on assigned topics on ethical issues as it relates to HRM.

Critical Thinking Assignments

1. Case Studies in which students have to answer problem solving and situation-identifying questions
2. Group think assignments where the students are given HRM situations and the students must make decisions on how to move forward

Reading Assignments

1. Selected articles on assigned topics using such journals as The Journal of Human Resources and Management Technology
2. Assignments will include instructor-generated assignments on content, such as the skill set and cases on HRM.
3. Textbook assignments for pre-class preparation in reading of chapters and assignments.

Other assignments (if applicable)

1. Assigned readings from the text and other sources as appropriate related to business management issues.
2. Problem solving using business cases.
3. Preparing for class discussion.

Outside Assignments

Representative Outside Assignments

1. Students are assigned weekly reading homework and lesson questions that must be answered and submitted.

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

Course is CSU transferable

Yes

CSU Baccalaureate List effective term:

Fall 1995

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Classic Textbook

No

Description

Noe, Raymond; Hollenbeck, John; Gerhart, Barry; Wright, Patrick (2016). *Human Resource Management* (10th). McGraw-Hill Publisher

Resource Type

Websites

Description

McGraw-Hill Connect

Library Resources

Sufficient Library Resources exist

Yes

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries
Video Conferencing	Student will attend, participate (verbal and nonverbal) and engage in video conferences for the class. Students are not required to have their video turned on.
Other DE (e.g., recorded lectures)	Students will have access to the previously recorded lectures that took place using a video conferencing solution such as Zoom.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor.
E-mail	Student will have the ability and option to email the instructor with questions or concerns they may have in the class.
Video Conferencing	Student will attend, participate (verbal and nonverbal) and engage in video conferences for the class. Students are not required to have their video turned on.
Other DE (e.g., recorded lectures)	Students will have access to the previously recorded lectures that took place using a video conferencing solution such as Zoom.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students must show participation in online discussions in Canvas. To receive any credit for the discussion, a student must post their own original input/thoughts from the original discussion question posted. After this is completed by the first deadline, the student has the ability to earn the remaining points for the particular discussion by replying to a fellow student's post, asking or answering questions and/or expanding on agreeable entries
Video Conferencing	Student will attend, participate (verbal and nonverbal) and engage in video conferences for the class. Students are not required to have their video turned on.
Face to Face (by student request; cannot be required)	Student will attend, participate (verbal and nonverbal) and engage during class periods
Other DE (e.g., recorded lectures)	Students will have access to previously recorded lectures on the Power Point presentations for the class
Telephone	Student will have the ability and option to call or schedule a telephone call with the instructor

Examinations**Hybrid (1%–50% online) Modality**

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

BUSINESS

Review and Approval Dates**Department Chair**

09/13/2020

Dean

09/13/2020

Technical Review

10/28/2020

Curriculum Committee

10/28/2020

Curriculum Committee

12/09/2020

CCCCO

MM/DD/YYYY

Control Number

CCC000591855

DOE/accreditation approval date

MM/DD/YYYY