

CATALOG INFORMATION

HR 66 Full Title: Human Resource Administration Current Applications Units: 1.00

Catalog Description:

Overview of Human Resource developments and recent changes in California and Federal law, recent employment related court cases, and current issues and trends affecting Human Resource administration. Utilization of resources to successfully solve problems, create a professionally written document, and a correctly prepared spreadsheet on employee benefits. Demonstration of mastery of all information learned through the Certificate Program.

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

1. Demonstrate competency in all major aspects of Human Resources administration and be able to apply this competency in actual business scenarios.
2. Prepare professionally written documents and spreadsheets in a Human Resources context.

Objectives:

Upon completion of the course, students will be able to:

1. Effectively analyze a case study to identify employment challenges and recommended solutions.
2. Demonstrate the ability to utilize available resources needed to correctly respond to specific Human Resource questions.
3. Discuss the major employment issues presented in the HR Certificate Program and describe their importance.
4. Demonstrate the ability to communicate professionally and effectively in writing.
5. Demonstrate the ability to use a spreadsheet to address typical HR analytical challenges.

Topics and Scope:

- I. Human Resource Management
 - A. Human resource responsibilities, activities, and scope
 - B. Measuring HR effectiveness
 - C. Role of human resource in strategic planning
- II. Written Communication
 - A. Memoranda
 - B. Professional letters
- III. Human Relations
 - A. Effectiveness in a work team
 - B. Communication techniques
 - C. Employee motivation
- IV. Spreadsheets
 - A. Layout
 - B. Column totals and formulas

V.The Hiring Process

- A. Establishing the hiring process
- B. Behavior-based interviewing

VI.Salary Administration

- A. Basic payroll laws and calculations
- B. Developing salary programs
- C. Merit-based compensation systems

VII. Recordkeeping

- A. Retention requirements
- B. Document locations

VIII.Benefits and Leave of Absence Administration

- A. Family Medical Leave Act (FMLA)
- B. Reasonable accommodation issues
- C. Workers compensation and sick time
- D. Major medical insurance options
- E. Ancillary benefits packages and options
- F. Federally mandated benefits and leaves
- G. Defined benefit retirement plan options
- H. Defined contribution retirement plan options

IX.Fundamentals of Human Resource Law

- A. Discrimination law
- B. Wage and hour Law
- C. Safety regulations

X.Review and Comprehensive Exam

- A. Research of key issues in each required topic area
- B. Comprehensive exam on key issues