

CATALOG INFORMATION

HR 60 Full Title: Human Resource Management Units: 3.00

Catalog Description:

Overview of the Human Resources profession and the role it plays in contributing to the success of the organization. Emphasis is on Human Resource responsibilities, procedures such as employment law, staffing, compensation, ethics, employee relations, training, performance management, benefits, metrics, labor relations, and administration. Best practices, current trends, and the role of Human Resources in strategic planning are consistently highlighted.

COURSE CONTENT

Student Learning Outcomes:

Students will be able to:

- 1) Demonstrate an understanding of human resources responsibilities and procedures.
- 2) Apply the elements of effective Human Resource management techniques to specific employment situations.
- 3) Demonstrate analytical, interpersonal, and communication skills in addressing Human Resource problems.

Objectives:

Upon Completion of the course students will be able to:

1. Identify and describe the importance of the key components of employee relations, employment law, and Human Resource planning to an employer in today's business environment.
2. Identify and explain the role that the Human Resource profession plays in developing and administering the strategic business plan.
3. Explain how the Human Resources function meets the employment needs of an organization.
4. Identify and describe how labor laws, best practices in employment, and employment policies, and procedures impact the management of employees.

Topics and Scope:

- I. Human Resources Management Process
 - A. Human Resource Functions
 1. Human Resource Challenges
 2. Human Resource Strategic View
 3. Required Skills
 4. Responsibilities within Human Resources
 5. Current trends and Best Practices
 - B. Human Resources as a Strategic Partner
 1. Developing the Business Plan
- II. Ethics and Responsibility
 - A. Corporate Social Responsibility

1. Legislation
2. Stakeholder Analysis and Social Contract
- A. Human Resource Ethics
 1. Model of Ethics
 2. Sources of Ethical Guidance
 3. Code of Ethics
- III. Employment Law
 - A. Diversity Management
 - B. Equal Employment Opportunity
 - C. Supreme Court Decisions
 - D. California Employment Laws
 1. Diversity Issues
 2. Industrial Relations Regulations
- IV. Human Resource Planning and Job Analysis
 - A. Job Analysis
 1. Reasons
 2. Methods
 - B. Job Descriptions
 1. Content
 2. Uses
 - C. Legal Implications of Job Analysis
 - D. Human Resource Planning
 1. Forecasting Techniques
 2. Planning Process
- V. Recruiting
 - A. External Environment of Recruiting
 - B. Internal Environment of Recruiting
 - C. The Recruiting Process
 1. Methods
 2. Sources
 - D. Legal Implications
- VI. Testing and Selection
 - A. Environmental Factors
 - B. Selection Process
 1. Interview
 2. Testing
 - C. Legal Implications
- VII. Training and Development
 - A. Factors Influencing Training
 - B. Internal and External Environment
 - C. Methodology
 1. Methods
 2. Advantages and Disadvantages
 - D. Management Development
 - E. New Employee Orientation
 - F. HR Development Programs
 - G. Organizational Development

VIII. Performance Management

A. Performance Appraisal Overview

B. Uses of Performance Appraisal

1. HR Planning
2. Recruiting and Selection
3. Compensation
4. Training

C. Appraisal Process

D. Methods and Criteria

E. Typical Problems with Appraisal

F. Characteristics of an Effective Appraisal System

G. Legal Implications

IX. Compensation

A. Equity in Financial Compensation

B. Determinants of Financial Compensation

1. Organization
2. Labor Market
3. Society
4. Economy
5. Legislation
6. Job Content
7. Performance

C. Compensation for Special Groups

1. Team Based Pay
2. Company wide Plans
3. Executive Compensation

X. Benefits

A. Mandated Benefits

B. Discretionary Benefits

1. Pay for time not worked
2. Health Care
3. Retirement Plans
4. Employee Services

C. Legal Implications

D. Intrinsic Benefits

XI. Safety and Health

A. Legal Environment

1. Occupational Safety and Health Administration (OSHA), Federal
2. Cal-OSHA, State

B. Safety Programs

C. Security and Workplace Violence

D. Ergonomics and Stress

XII. Labor and Collective Bargaining

A. History of the Labor Movement

B. Union Strategies for Growth

C. Why Employees Join Unions

D. Union Structure

1. Local
2. National

E. Collective Bargaining Process and Relationship

1. Union Organizing and Campaign
2. Good Faith Bargaining

XIII. Employee Relations

A. Disciplinary Action

1. Process
2. Methodology

B. Alternative Dispute Resolution

1. Grievance
2. Mediation
3. Arbitration

C. Termination

D. Legal Implications

XIV. Global HR Management

A. The Evolution of Global Business

B. Global Staffing

1. Recruiting
2. Compensation

C. Global HR Development

D. Legal Implications