

BUS 172: HUMAN RESOURCES MANAGEMENT

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Spring 2024
Credits:	3
Total Contact Hours:	54
Lecture Hours :	54
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	108
Total Student Learning Hours:	162
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter

Catalog Course Description

The study of human resources management emphasizing employer/employee relationships, communications, employee selection, job analysis and description, job motivation and productivity, employee benefits, principles of collective bargaining, labor relations, O.S.H.A., and affirmative action. 54 lecture hours.

Course Objectives

- understand personnel management responsibilities regarding state and federal labor laws, and safety factors within the guidelines of O.S.H.A.
- understand the basic principles of strategic human resource management—how an organization acquires, rewards, motivates, uses, and generally manages its people effectively.
- understand the practices and techniques for evaluating performance, structuring teams, coaching and mentoring people, and performing the wide range of other people related duties of a manager in today's increasingly complex workplace

Major Course Content

1. Introduction to Human Resource Management
2. Equal Opportunity and the Law
3. The Manager's Role in Strategic Human Resource Management
4. Job Analysis
5. Personnel Planning and Recruiting
6. Employee Testing and Selection
7. Interviewing Candidates
8. Training and Developing Employees
9. Performance Management and Appraisal
10. Coaching, Careers, and Talent Management
11. Establishing Strategic Pay Plans
12. Pay for Performance and Financial Incentives
13. Benefits and Services
14. Ethics, Justice, and Fair Treatment in HR Management
15. Labor Relations and Collective Bargaining

16. Employee Safety and Health
17. Managing Global Human Resources
18. Managing Human Resources in Entrepreneurial Firms

Suggested Reading Other Than Required Textbook

Internet Assignments Case Studies

Examples of Required Writing Assignments

1.Create a Survey Monkey survey that includes at least three different question types (i.e. multiple choice, rating scale, etc.) and ten questions that deal with employee morale. 2.Prepare an employee performance review form for case workers at a government office. 3.Prepare a job posting for a firefighter position that includes at least one bona fide occupational qualification (BFOQ). 4.Prepare a case review on Apex Door Company.

Examples of Outside Assignments

1.Create a Survey: Behavioral research in human resource management, teamwork, group dynamics, pedagogical issues, etc. 2.Performance Review: Measure actual performance against expected performance a.Provide an opportunity for the employee and the supervisor to exchange ideas and feelings about job performance b.Identify employee training and development needs, and plan for career growth c.Identify skills and abilities for purposes of promotion, transfer, and reduction in force d.Support alignment of organization and employee goals e.Provide the basis for determining eligibility for compensation adjustments based on merit f.Provide legal protection against lawsuits for wrongful termination 3.Employment Compliant Issues: Research the compliance issues required by OSHA, DOL, and EEOC 4.Reaction Papers: Critically review the week's readings and/or examine issues encountered in the readings. Critique the logic of the authors, assess the significance of the information presented for human resource managers or employee rights and responsibilities, consider the efficacy of the practice for certain types of agencies or organizations, compare/contrast or synthesize articles or perspectives, etc.

Instruction Type(s)

Lecture, Online Education Lecture