

NC 660: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2022
Credits:	0
Lecture Hours :	30
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	60
Strongly Recommended:	Intermediate English language, math, and comprehension skills.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Non-Credit Course

Catalog Course Description

The Principles of Human Resource Management (HRM) course provides a complete, concise introduction to human resource management for small business, or for a general manager who wants to learn more about how HRM is used in a typical work environment. This adaptive learning program is engaging and focused. It uses applied content to make it easy to understand and maintain student interest. 30 lecture hours.

Course Objectives

- Develop appropriate HR interpersonal and business skills for the workplace.
- Learn the necessary personality traits to become a successful human resource professional.
- Learn the successful strategies of interviewing potential employees for specific jobs.
- Learn different methods of motivating employees.
- Learn how to write an effective employee performance plan.
- Learn the advantages and disadvantages of being an HR manager.
- Discover the necessary traits of a successful HR manager.
- Implement effective techniques of retaining employees in an organization.
- Learn the basic HR functions in a business.
- Learn appropriate ways of communicating with employees, customers, suppliers, etc.
- Learn about social media (digital) advertising for recruiting and hiring employees.
- Identify means of paying for performance in the HR organization.
- Learn to thrive and flourish in a competitive HR business environment.

Major Course Content

1. **The Human Resource Environment**
 - a. Managing Human Resources
 - b. Trends in Human Resource Management

- c. Providing Equal Employment Opportunity and a Safe Workplace
 - d. Analyzing Work and Designing Jobs
2. **Acquiring, Training, and Developing Human Resources**
 - a. Planning for and Recruiting Human Resources
 - b. Selecting Employees and Placing Them in Jobs
 - c. Training Employees
 - d. Developing Employees for Future Success
 3. **Assessing and Improving Performance**
 - a. Creating and Maintaining High-Performance Organizations
 - b. Managing Employee Performance
 - c. Separating and Retaining Employees
 4. **Compensating Human Resources**
 - a. Establishing a Pay Structure
 - b. Recognizing Employee Contributions with Pay
 - c. Providing Employee Benefits
 5. **Meeting Other HR Goals**
 - a. Collective Bargaining and Labor Relations
 - b. Managing Human Resources Globally

Suggested Reading Other Than Required Textbook

Materials supplied and/or created by the instructor (e.g., PowerPoint and Voice thread presentations, handouts, videos, websites, and other documents)

Examples of Required Writing Assignments

Paragraph(s) on application of learned theories to personal work setting

Examples of Outside Assignments

Role-play project and in-class online presentations

Instruction Type(s)

Lecture, Online Education Lecture