

BUSAD145 : Human Resources II

General Information

Author:	<ul style="list-style-type: none">Sophia PossidonHaiduk-Pollack, Cynthia
Course Code (CB01) :	BUSAD145
Course Title (CB02) :	Human Resources II
Department:	BUSAD
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0506.30) Management Development and Supervision
CIP Code:	(52.0204) Office Management and Supervision.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000607164
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	BUSAD 145 teaches how human resources (HR) management impacts the organization. Emphasis is placed on integrating human resources and organizational strategies. This course helps to prepare students for Professional Human Resources (PHR) and Senior Professional Human Resources (SPHR) certifications.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Credit

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Business
Alternate Discipline:	<ul style="list-style-type: none">Management
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course. <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Course Special Class Status (CB13) Course is not a special class. Pre-Collegiate Level (CB21) Not applicable.	Grading Basis <ul style="list-style-type: none">Grade with Pass / No-Pass Option Course Support Course Status (CB26) Course is not a support course
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Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
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No Value	No Value	No Value	No Value
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Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

BUSAD144 - Human Resources I (in-development)

Objectives

- Define the roles of human resources in organizations.
- Define the competencies of human resources professionals.
- Analyze the impact of various labor and employment laws for both the organization and employee.
- Identify the compensation philosophy and plans used in organizations.
- Define risk management and its impact on human resources.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction	Collaborative Learning
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Methods of Instruction	Guest Speakers
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Methods of Instruction	Multimedia			
Methods of Instruction	Lecture			
Methods of Instruction	Presentations			
Out of Class Assignments				
<ul style="list-style-type: none"> Individual project (research oral and written report on HR in public and private companies such as Microsoft, Apple, Los Angeles Police Department, Bank of America, Glendale Fire Department, etc.) 				
Methods of Evaluation	Rationale			
Exam/Quiz/Test	Midterm examinations			
Writing Assignment	Written papers			
Exam/Quiz/Test	Final examination			
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN
Mathis, R.	Human Resource Management	Cengage Learning	2017	9781305500709
Other Instructional Materials (i.e. OER, handouts)				
No Value				
Materials Fee				
No value				

Learning Outcomes and Objectives
Course Objectives
Explain the functions of human resources.
Discuss how human resources are placed in organizations' hierarchies.

Discuss human resource strategies.

Identify the organization's core competencies and culture.

SLOs

Analyze how human resources challenges impact the organization.

Expected Outcome Performance: 70.0

<i>ILOs</i>	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions;
Core	cultivate creativity that leads to innovative ideas.
<i>ILOs</i>	

Develop human resource strategies that align with an organization's core competencies and culture.

Expected Outcome Performance: 70.0

<i>ILOs</i>	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions;
Core	cultivate creativity that leads to innovative ideas.
<i>ILOs</i>	

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Examine and measure human resources effectiveness.

Expected Outcome Performance: 70.0

<i>ILOs</i>	Analyze and solve problems using critical, logical, and creative thinking; ask questions, pursue a line of inquiry, and derive conclusions;
Core	cultivate creativity that leads to innovative ideas.
<i>ILOs</i>	

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Introduction to Course (2 hours)

- Course expectations
- Overview of tutorials and projects

Overview of Human Resources (HR) Management (4 hours)

- The role of human resources
- Human resources activities

Human Resources Management: Issues and Challenges (12 hours)

- Ethics in the workplace
- HR challenges
- Economic and technological change
- Workforce availability and quality
- Growth in contingent workforce
- Demographic and Diversity
- Recruiting for a diverse workforce
- Work/life balance
- Organizational restructuring and merger/acquisitions

Strategic Human Resources Management (15 hours)

- HR strategy and organizational performance
- Core competency
- Organizational culture
- Productivity
- HR planning process
- Environmental scanning
- Internal assessment of the workforce
- Demand and supply of human resources
- HR effectiveness
- HR audit
- HR performance and benchmarking
- Human resources information systems (HRIS)

Training and Organizational Development (10 hours)

- Linking training to business strategy
- Training needs assessment
- Evaluating training programs
- Performance management
- Appraisal methods
- Disciplinary process

Global Human Resources (6 hours)

- Globalization and competition
- Multi-national companies
- Off-shoring

- Outsourcing

Presentation of the final project (5 hours)

- Portfolio review and critique
- Verbal and written final presentation

Total hours: 54

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Resources

Did you contact your departmental library liaison?

Yes

If yes, who is your departmental library liason?

Aisha Conner-Gaten (Business, ESL-Credit)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value