

BUSAD144 : Human Resources I

General Information

Author:	<ul style="list-style-type: none">Sophia PossidonHaiduk-Pollack, Cynthia
Course Code (CB01) :	BUSAD144
Course Title (CB02) :	Human Resources I
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) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000145106
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 144 introduces students to the functions and roles of human resources (HR) management and how to apply what they learn to current trends and issues in the organization. Topics include: recruitment and selection, compensation, employment law, employee/labor relations and risk management. This course will help 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">Management
Alternate Discipline:	<ul style="list-style-type: none">Business
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

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

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

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
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Collaborative Learning

Methods of Instruction Discussion

Methods of Instruction

Multimedia

Methods of Instruction

Lecture

Methods of Instruction

Guest Speakers

Methods of Instruction

Presentations

Out of Class Assignments

- Final individual project, e.g.: oral and written report on human resources case studies in small- to medium-sized businesses

Methods of Evaluation**Rationale**

Exam/Quiz/Test

Quizzes

Exam/Quiz/Test

Midterm examinations

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**

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.

SLOs

Evaluate personnel problems and possible solutions.

Expected Outcome Performance: 70.0

ILOs 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.
ILOs

Apply the principles and methods involved in the recruitment, selection and placement of employees.

Expected Outcome Performance: 70.0

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

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

BUSAD Apply the principles and methods involved in the recruitment, selection and placement of employees with regard to affirmative
Human Resources action programs, training, experience and aptitudes.
Assistant

Identify the major laws involved in personnel administration.

Expected Outcome Performance: 70.0

BUSAD Apply the principles and methods involved in the recruitment, selection and placement of employees with regard to affirmative
Human Resources action programs, training, experience and aptitudes.
Assistant

ILOs Communicate clearly, ethically, and creatively; listen actively and engage respectfully with others; consider situational, cultural,
Core ILOs and personal contexts within or across multiple modes of communication.

Course Content

Lecture Content

Introduction to Course (2 hours)

- Course expectations
- Overview of tutorials and projects

The Changing Role of Human Resources (HR) (10 hours)

- Historical perspective
- The role of human resources
- Human resources management
- HR competencies and careers

Recruitment and Selection (8 hours)

- Recruiting methods
- Selection tools
 - Inclusive Hiring Practices

Employment Laws (10 hours)

- Civil rights acts
- Equal Employment Opportunity Commission (EEOC) and affirmative action
- Pregnancy, age, and disability legislation
- Other employee protection laws

Compensation/Benefits (8 hours)

- Compensation Philosophies
- Types of compensation
- Types of benefits

Employee/Labor Relations (8 hours)

- History of unions
- Labor laws
 - Americans with Disabilities Act (ADA)
- Collective bargaining
- Union management cooperation
- The grievance process

Risk Management (4 hours)

- Key legislation
- Safety

Presentation of final project (4 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