

Las Positas College  
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## Course Outline for BUSN 88

### HUMAN RESOURCES MANAGEMENT

Effective: Fall 2007

#### I. CATALOG DESCRIPTION:

BUSN 88 — HUMAN RESOURCES MANAGEMENT — 3.00 units

Introduction to the management of human resources with an emphasis on understanding the impact and accountability to the organization in terms of human resource decisions and activities. Focus on best strategies and practices in recruitment and selection, performance management, compensation and benefits, employee relations, and workplace health, safety and security.

3.00 Units Lecture

#### **Strongly Recommended**

BUSN 56 - Introduction to Management

#### **Grading Methods:**

#### **Discipline:**

	<b>MIN</b>
<b>Lecture Hours:</b>	54.00
<b>Total Hours:</b>	54.00

#### II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

#### III. PREREQUISITE AND/OR ADVISORY SKILLS:

**Before entering this course, it is strongly recommended that the student should be able to:**

A. BUSN56

#### IV. MEASURABLE OBJECTIVES:

**Upon completion of this course, the student should be able to:**

- A. Describe employment discrimination laws and how company policies can impact employee discrimination;
- B. Explain the process of human resource planning;
- C. Apply the principles of recruitment and selection to the hiring process;
- D. Explain typical compensation and benefit methods;
- E. Discuss common performance, training, development and career management challenges;
- F. Explain the benefits of workplace security and safety;
- G. Articulate both employer and employee rights and responsibilities;
- H. Describe the role of unions and collective bargaining in employee relations.

#### V. CONTENT:

- A. Employment discrimination and harassment laws and how company policies can impact employee discrimination
- B. Human resource planning
  - 1. Organizational mission and vision
  - 2. Competition and Globalization
  - 3. Technology
  - 4. Diversity
  - 5. Competing for and retaining talent
  - 6. Succession management
- C. Principles of recruitment and selection
  - 1. Analyzing job requirements
  - 2. Targeting core-skill employees
  - 3. Interviewing techniques
  - 4. Avoiding unethical, inappropriate or illegal hiring practices
- D. Compensation
  - 1. Legal requirements
  - 2. Comparable worth
  - 3. Job evaluation
  - 4. Compensation structure and strategies
  - 5. Employee benefit programs
    - a. Legally required

- b. Commonly accepted
  - c. New trends
- E. Performance, training, development and career management challenges
  - 1. Performance measurement and tools
  - 2. Common performance errors
  - 3. Intercultural performance management
  - 4. Improving performance for all employees
  - 5. Handling formal performance reviews
  - 6. Analyzing training needs
- F. Workplace productivity, safety and security
  - 1. Work design methods
  - 2. Quality management
  - 3. Virtual workforces
  - 4. Legal issues in workplace safety and health
  - 5. Workplace standards
- G. Employer and employee rights and responsibilities
  - 1. Terminations
  - 2. Contracts
  - 3. Workplace relationships
  - 4. Disciplinary procedures
- H. Unions and collective bargaining in employee relations
  - 1. Role of unions
  - 2. Union contracts
  - 3. Management in companies with unions
  - 4. Union avoidance strategies

#### VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Case studies 1. Current events 2. Best practices
- C. Group Discussion 1. Videos 2. Guest speakers

#### VII. TYPICAL ASSIGNMENTS:

A. Analysis of current events in human resources from business publications (i.e. Wall Street Journal, Fortune, local business section.) 1. Typical question: a. Why did Ameritech refuse to allow employees to have facial piercing? b. On what grounds did the employees dispute the charges? c. What happened? B. Application of class concepts to personal experience 1. Typical question: a. In your most recent job, describe the hiring process from your perspective. b. Did you see the application of the principles in the text being used? c. If not, do you think these might make your employer more successful in their hiring? C. Group project to analyze a company's human resources planning. 1. Study company information 2. Read articles and present findings regarding staffing related ethics issues 3. From the essential functions for a job and an employee case study, write the associated employee evaluation and a performance improvement plan.

#### VIII. EVALUATION:

##### A. **Methods**

- 1. Exams/Tests
- 2. Quizzes
- 3. Papers
- 4. Group Projects
- 5. Other:
  - a. Methods:
    - 1. Current events, field analysis – weekly
    - 2. Paper on company human resources planning
    - 3. Group presentation: 15-20 minute presentation on the development of the group's human resources plan
    - 4. Topic/chapter tests and final exam

##### B. **Frequency**

- 1. Frequency:
  - a. Instructors may choose how and when to evaluate students through the use of a variety of written assignments, quizzes and tests
  - b. Frequent feedback is expected to insure students are building on the foundation concepts and to identify if there need to be a change in the type of assignments or the presentation of material

#### IX. TYPICAL TEXTS:

- 1. Byars, Lloyd L. and Leslie W. Rue *Human Resource Management*. 13th ed., McGraw-Hill Irwin, 2006.
- 2. Noe, Raymond Andrew, John R. Holenbeck, and Barry Gerhart *Fundamentals of Human Resource Management*. 2nd ed., McGraw-Hill Irwin, 2007.
- 3. Gomez-Mejia, Luis, David Balkin, and Robert Cardy *Managing Human Resources*. 5th ed., Pearson/Prentice Hall, 2007.

#### X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Internet Access
- B. Access to business publications such as the Wall Street Journal, Fortune, Access to trade publication for student interest areas.