

Las Positas College
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Course Outline for BUSN 88

HUMAN RESOURCES MANAGEMENT

Effective: Fall 2018

I. CATALOG DESCRIPTION:

BUSN 88 — HUMAN RESOURCES MANAGEMENT — 3.00 units

Introduction to the field of human resources with an emphasis on understanding the impact decisions and activities involving employees have on an organization's overall success. Focus on best practices in recruitment and selection, performance management, compensation and benefits, employee relations, workplace health and safety, and risk management strategies.

3.00 Units Lecture

Strongly Recommended

BUSN 56 - Introduction to Management
with a minimum grade of C

Grading Methods:

Letter or P/NP

Discipline:

- Business or
- Law or
- Management

	MIN
Lecture Hours:	54.00
Total Hours:	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

1. Compare and contrast the primary managerial functions of planning, organizing, leading, and controlling.
2. Discuss the importance of management in delivering successful results in today's organizations.
3. Describe the skills required and the challenges those different skills present.
4. Debate the role of social responsibility and ethics for managers within a business;
5. Demonstrate skill in thinking conceptually about management problems and theories.
6. Apply decision-making tools and techniques to new multicultural business scenarios
7. Evaluate and critique approaches to business leadership, employee motivation, group work, and organizational communications

IV. MEASURABLE OBJECTIVES:

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

- A. Compare and contrast the philosophies of human resource planning;
- B. Critique strategies for identifying qualified and diverse staff.
- C. Detail employment discrimination laws and identify best practices for their communication
- D. Articulate the pros and cons of compensation strategies;
- E. Prioritize employer and employee rights and responsibilities;
- F. Identify popular performance evaluation strategies explaining the socio-cultural considerations;
- G. Explain the benefits of workplace security and safety;
- H. Describe the role of unions and collective bargaining in organizations.

V. CONTENT:

- A. Human resources planning
 1. Philosophies
 2. Strategies
 3. Objectives
- B. Principles of Recruitment
 1. Legal and Ethical Benchmarks
 2. Philosophies and Strategic Options
 3. Socio-cultural considerations

- C. Objectives of Compensation
 - 1. Federal v. State v. Industry Legal standards
 - 2. Strategies
 - 3. Benefit program options and objectives
- D. Performance measurement programs
- E. Training and Development Decisions
- F. Safety and security Concerns
 - 1. Legal issues to consider
 - 2. Workplace standards
- G. Federal and State employer and employee obligations, rights, and responsibilities
- H. Civil Rights Issues
- I. Unions and collective bargaining

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. Research Projects
- 3. Group Projects
- 4. Class Participation
- 5. Home Work

B. **Frequency**

- 1. A variety of assessments may be utilized. A minimum of one test and a final exam will be given.
- 2. A variety of individual and group research projects based on topics assigned or approved the instructor will be used.
- 3. A variety of homework assignments covering the identified content may be utilized as appropriate throughout the semester.
- 4. Class participation related to the identified content on a regular and consistent basis is expected.
- 5. Frequent feedback is expected to insure students are building on the foundational concepts and to identify if a change in the type of assignments, the presentation of material, and/or the frequency of evaluations.

IX. TYPICAL TEXTS:

- 1. Noe, Raymond, John Hollenbeck, Barry Gerhart, and Patrick Wright. *Human Resource Management*. 10th ed., McGraw Hill, 2017.
- 2. Noe, Raymond, John Hollenbeck, Barry Gerhart, and Patrick Wright. *Fundamentals of Human Resources Management*. 7th ed., McGraw Hill, 2018.
- 3. Griffin, Ricky, and Angelo DeNisi. *HR*. 4th ed., CENGAGE, 2018.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Internet Access
- B. Access to business publications such as the Wall Street Journal, Fortune.
- C. Access to trade publications in student's interest areas.