1. **COURSE ID:** MGMT 215  
   **TITLE:** Management of Human Resources  
   **Units:** 3.0 units  
   **Hours/Semester:** 48.0-54.0 Lecture hours  
   **Method of Grading:** Letter Grade Only

2. **COURSE DESIGNATION:**  
   Degree Credit  
   Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**  
   **Catalog Description:**  
   This course is an overview of the Fundamentals of Human Resource Management to include: HR Strategy and Planning, Recruiting, Training and Development methods, basics of Compensation and Benefits, contemporary HR Policies and Practices, Government Regulation (EEOC, OSHA), Employee and Labor Relations.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
   Upon successful completion of this course, a student will meet the following outcomes:  
   1. Demonstrate a basic understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.  
   2. Demonstrate an understanding of critical Federal, State, or local laws implemented by the Human Resource team.  
   3. Explain practical Human Resource tools and methods and how to apply those tools and methods in one's own work environment.  
   4. Discuss the effect of Human Resource policies and programs on employees, on the success of the business, and on the wider community.  
   5. Demonstrate professional business communication skills during class exercises and in written business papers.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
   Upon successful completion of this course, a student will be able to:  
   1. Demonstrate a basic understanding of the core functions of the Human Resource profession as practiced in a contemporary business setting.  
   2. Demonstrate an understanding of critical Federal, State, or local laws implemented by the Human Resource team.  
   3. Explain practical Human Resource tools and methods and how to apply those tools and methods in one's own work environment.  
   4. Discuss the effect of Human Resource policies and programs on employees, on the success of the business, and on the wider community.  
   5. Demonstrate professional business communication skills during class exercises and in written business papers.

6. **COURSE CONTENT:**  
   **Lecture Content:**  
   1. Human Resource Management Today  
   2. Strategy and Planning for Human Resources Functions  
   3. Staffing, Recruitment and Selection Methods  
   4. Orienting, Training and Developing Employees  
   5. Setting Goals and Conducting Appraisals  
   6. Effective Performance and Career Counseling  
   7. Methods of Compensating Employees  
   8. Modern Benefit Concepts and Programs  
   9. Effective Employee Relations  
   10. Government Regulation (ie. EEOC, OSHA, California DIR)  
   11. Health, Wellness and Job Safety  
   12. Labor Relations and Collective Bargaining  
   13. Managing Human Resources Globally
14. Ethics
15. Other relevant topics

7. REPRESENTATIVE METHODS OF INSTRUCTION:
   Typical methods of instruction may include:
   A. Lecture
   B. Activity
   C. Critique
   D. Discussion
   E. Guest Speakers
   F. Individualized Instruction
   G. Other (Specify): Weekly student required reading of textbook or supplemental materials. Use of Management Case Studies with class discussion or written analysis. Review of subject matter videos, with team problem solving and discussions.

8. REPRESENTATIVE ASSIGNMENTS
   Representative assignments in this course may include, but are not limited to the following:
   Writing Assignments:
   Analyze Case Study and submit 2 page paper stating recommended resolution.
   Reading Assignments:
   Weekly student required reading of textbook or supplemental materials.

9. REPRESENTATIVE METHODS OF EVALUATION
   Representative methods of evaluation may include:
   A. Class Participation
   B. Class Work
   C. Exams/Tests
   D. Group Projects
   E. Homework
   F. Oral Presentation
   G. Papers
   H. Projects
   I. Quizzes
   J. Research Projects
   K. Written examination

10. REPRESENTATIVE TEXT(S):
    Possible textbooks include:
    Other:
    A. or equivalent text at instructor's option

    **Origination Date:** August 2016
    **Curriculum Committee Approval Date:** October 2016
    **Effective Term:** Fall 2017
    **Course Originator:** Anne Figone