COLLEGE OF THE DESERT

Course Code BUMA-064

Course Outline of Record

1. Course Code: BUMA-064
2. a. Long Course Title: Human Resource Management
   b. Short Course Title: HR MANAGEMENT
3. a. Catalog Course Description:

   Introduction to the human resource management concepts and applications including the impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union / non-union practices, comparable work, employee compensation and benefits, and employee rights.

   b. Class Schedule Course Description:

   Introduction to human resource activities, global human resource strategies, social and organizational realities, legal considerations, compensation and benefits, and employee rights.

   c. Semester Cycle (*if applicable*): *N/A*
   d. Name of Approved Program(s):
      - RETAIL MANAGEMENT Certificate of Achievement
4. Total Units: 3.00   Total Semester Hrs: 54.00

   Lecture Units: 3   Semester Lecture Hrs: 54.00

   Lab Units: 0   Semester Lab Hrs: 0

       Class Size Maximum: 40   Allow Audit: Yes

       Repeatability No Repeats Allowed

       Justification 0
5. Prerequisite or Corequisite Courses or Advisories:

   Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)

   N/A
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)*
   a. Gomez-Mejia, Luis & Balkin, David (2016). *Managing Human Resources* (8th/e). Pearson.

   College Level: Yes

   Flesch-Kincaid reading level: 12
   b. Effland, E.S.. Perils and Pitfalls of California Employment Law: A Guide for HR Professionals. Paul and Co Pub Consortium , 05-05-2014.
7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

   Lecture:

   > 1. The foundation and role of human resource management
   > 2. The legal environment, implications and employee rights
   > 3. Employee recruitment, selection, training, and evaluation
   > 4. Employee assistance, discipline, counseling, and quality of work life
   > 5. Union-management relations
   > 6. Employee compensation benefits, and protection
   > 7. Challenges and future of managing human resources
   > 8. Social and organizational implications resulting from cultural diversity
   > 9. Key California employement law and how it differs from federal statutes

Lab: *(if the "Lab Hours" is greater than zero this is required)*

9. Course Student Learning Outcomes:
   1.
   Apply current management techniques and HR best practices to the successful integration of people and production issues.

   2.
   Demonstrate their ability to analyze and refine business operations.

   3.
   Identify and apply key California employment laws to various human resource scenarios.

10. Course Objectives: *Upon completion of this course, students will be able to:*
    a. Demonstrate an understanding of the legal implications and costs of making improper personnel decisions;
    b. Demonstrate an understanding of the proper procedures to hire, terminate, and discipline employees and how federal and California law affect these procedures.
    c. Define the manager's role in recruitment, training, developing, and selection, emphasizing the importance of planning for human resource needs.
    d. Discuss the importance of an effective compensation program and describe principles of wage and salary administration, including how overtime is treated in California and how California wage and hour laws and compare them to the Fair Labor Standards Act standards.
    e. Apply FEHA, California's primary antidiscrimination and harassment statute and understand how it expands the rights of California Employees.

11. Methods of Instruction: *(Integration: Elements should validate parallel course outline elements)*
    a. Collaborative/Team
    b. Discussion
    c. Distance Education
    d. Lecture
    e. Participation
    f. Technology-based instruction

12. Assignments: *(List samples of specific activities/assignments students are expected to complete both in and outside of class.)*
    In Class Hours: 54.00
    Outside Class Hours: 108.00
    a. In-class Assignments

Attendance of lectures by instructor and occasional guest speakers, including the taking of detailed notes thereon.
Special reports by students, in teams or individually.
Exams and quizzes

    b. Out-of-class Assignments

Readings in the textbook and in recommended supplementary literature.
Multiple Choice quizzes completed using internet learning management system (e.g., Canvas).
Written response to assignments, case studies, short essay questions.
Internet Research

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*
    ● Written homework
    Responses to a variety of assignments, including case studies, research summaries, and brief essays.

- Reading reports
  Case Studies
- Presentations/student demonstration observations
  Team and student-pair activities and projects inluding peer evaluation.
- Group activity participation/observation
  Team and student-pair activities and projects inluding peer evaluation.
- True/false/multiple choice examinations
  Delivered on Canvas
- Mid-term and final evaluations
  Multiple choice and written response.
- Student participation/contribution
- Student preparation
  Assigned readings and research

14. Methods of Evaluating: Additional Assessment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*
    PO - Career and Technical Education
      Apply critical thinking skills to execute daily duties in their area of employment.
      Apply critical thinking skills to research, evaluate, analyze, and synthesize information.
      Exhibit effective written, oral communication and interpersonal skills.
    IO - Personal and Professional Development
      Demonstrate an understanding of ethical issues to make sound judgments and decisions.
      Value diverse cultures and populations.
    IO - Critical Thinking and Communication
      Apply principles of logic to problem solve and reason with a fair and open mind.
      Compose and present structured texts in a variety of oral and written forms according to purpose, audience, and occasion with implementation of thesis, supporting details and idea development.
      Apply standard conventions in grammar, mechanics, usage and punctuation.
      Appreciate diversity as it is expressed in multiple disciplines and across various cultures through reading, speaking and writing.
      Conduct research, gather and evaluate appropriate information, organize evidence into oral and written presentation, using proper MLA, APA, and other discipline-specific formats to cite sources.
      Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.
      Utilizing various communication modalities, display creative expression, original thinking, and symbolic discourse.

16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year

17. Special Materials and/or Equipment Required of Students:

18. Materials Fees: ☐ Required Material?

Material or Item	Cost Per Unit	Total Cost

19. Provide Reasons for the Substantial Modifications or New Course:

Periodic review: Update text and modify SLOs to comply with new standards (1 per unit). Removed ENG 70 advisory.

20.   a. Cross-Listed Course *(Enter Course Code)*: *N/A*
        b. Replacement Course *(Enter original Course Code)*: *N/A*

21. Grading Method *(choose one)*: Letter Grade Only

22. MIS Course Data Elements
        a. Course Control Number [CB00]: CCC000517124
        b. T.O.P. Code [CB03]: 50100.00 - Business and Commerce, Ge
        c. Credit Status [CB04]: D - Credit - Degree Applicable
        d. Course Transfer Status [CB05]: B = Transfer CSU
        e. Basic Skills Status [CB08]: 2N = Not basic skills course
        f. Vocational Status [CB09]: Possibly Occupational
        g. Course Classification [CB11]: Y - Credit Course
        h. Special Class Status [CB13]: N - Not Special
        i. Course CAN Code [CB14]: *N/A*
        j. Course Prior to College Level [CB21]: Y = Not Applicable
        k. Course Noncredit Category [CB22]: Y - Not Applicable
        l. Funding Agency Category [CB23]: Y = Not Applicable
        m. Program Status [CB24]: 1 = Program Applicable
    Name of Approved Program *(if program-applicable)*: RETAIL MANAGEMENT
    Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment
    First Year: 40
    Third Year: 80

24. Resources - Faculty - Discipline and Other Qualifications:
        a. Sufficient Faculty Resources: Yes
        b. If No, list number of FTE needed to offer this course: *N/A*
25. Additional Equipment and/or Supplies Needed and Source of Funding.
    N/A
26. Additional Construction or Modification of Existing Classroom Space Needed. *(Explain:)*
    N/A
27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES
    Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes
    9/26/2015 Sent request to Jon Fernald to add new text to library resources.
28. Originator Pamela Stegeman   Origination Date 09/20/17