

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Business 155 – Human Resources Management

3 hours lecture, 3 units

Catalog Description

Introduction to the management of human resources and an understanding of the impact and accountability of human resource activities to the organization. Covers global human resource strategies; social and organizational realities; legal implications affecting people at work; union/non-union practices; employee compensation and benefits; employee rights; safety issues.

Prerequisite

None

Course Content

- 1) Functions of a human resource department
- 2) Current trends in human resource management
- 3) Federal and state law governing employment
- 4) Impact of technological change on employees
- 5) Legal implications, monetary costs, and human morale costs of making improper personnel decisions
- 6) Human resource planning for job needs and reclassifications
- 7) Methods of employee recruitment, testing, selection, and orientation
- 8) Techniques for employee development, training motivation and evaluation
- 9) Approaches to discipline, counseling and employee assistance programs
- 10) Union relations and collective bargaining

Course Objectives

Students will be able to:

- 1) Describe the unique activities of the Human Resources department and its relationship with other units within the organization.
- 2) Identify the major movements that have comprised the human resources movement in the United States.
- 3) Identify Federal and State laws and their influence on labor relations.
- 4) Explain the changing workplace environment: resizing, outsourcing, mergers.
- 5) Enumerate legal implications, monetary costs, and human morale costs of making improper personnel decisions.
- 6) Analyze workplace human resource needs and discuss some of the current legal and social in recruiting under-represented groups.
- 7) Explain methodologies and related laws involved in employee recruitment, testing, selection, orientation.
- 8) Compare options for employee development, training, motivation, and evaluation.
- 9) Compare relations between unions and management in the first half of the century with those in present organizations.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol

system.

- 1) Tests (objective, essay)
- 2) Case analysis projects
- 3) Research paper

Special Materials Required of Student

None

Minimum Instructional Facilities

Smart classroom

Method of Instruction

- 1) Lecture and discussion
- 2) Case studies
- 3) Written assignments

Out-of-Class Assignments

- 1) **Reading:** Lecture notes; course materials; assigned chapters from the Human Resource Management textbook; professional and scholarly articles related to workplace management and labor relations; case studies on employee relations and organizational behavior; legal summaries related to employment law; HR policy manuals; instructor-provided conceptual summaries and study guides; current news articles on workplace trends and human resource issues; and course-related multimedia such as recorded lectures, interviews with HR professionals, and training videos.
- 2) **Writing:** Journals reflecting on workplace management practices; discussion posts and peer responses analyzing human resource scenarios; written reflections on ethical and legal workplace issues; short essays on HR topics such as recruitment, employee development, and compensation; outlines and summaries of HR policies and practices; case study analyses involving employee relations, discipline, or workplace conflict; preparation of HR-related reports or policy recommendations; presentations on current HR trends; and written components for group or individual projects related to human resource strategy.
- 3) **Other:** Online homework using learning management systems or HR learning platforms; collaborative case study analysis using shared documents or discussion boards; mock recruitment and hiring exercises; interview preparation activities and role-play simulations; analysis of organizational HR policies or employee handbooks; exam preparation activities including practice tests and concept reviews; field observations or interviews with HR professionals; development of a sample employee training plan; and preparation of a portfolio of HR assignments demonstrating understanding of recruitment, selection, training, performance management, and employment law concepts.

Texts and References

- 1) Required (representative example): Dessler, G. Human Resource Management, 17th Edition. Pearson Education, 2024.
- 2) Supplemental: None

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Evaluate the strategic role of Human Resources across the organization and within the broader legal environment, including applicable Federal and State employment laws, emerging legislation around AI in the workplace, pay transparency, and multi-state remote work compliance.
- 2) Assess the organizational, financial, and human costs of non-compliant or ineffective HR practices.
- 3) Conduct strategic workforce analyses to identify current and future talent needs, and apply knowledge of Federal and State laws governing recruitment, selection, and onboarding.
- 4) Compare and apply contemporary approaches to talent development, performance management,

and total rewards focus including skills-based hiring, microlearning and continuous development platforms, ongoing feedback models, well-being-centered benefits, and equitable compensation structures informed by pay equity audits and evolving employee expectations.