

**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 assignments
- 2) Short writing assignments
- 3) Short research assignments

**Texts and References**

- 1) Required (representative example): Dessler, G. Human Resource Management, 15th Edition. Pearson Education, 2017.
- 2) Supplemental: None

**Student Learning Outcomes**

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

- 1) Describe how the Human Resources department is linked to other units within the organization.
- 2) Describe the Federal and State laws that influence labor relations.
- 3) Identify the legal implications, monetary costs, and human morale costs of making improper personnel decisions.
- 4) Identify workplace human resource needs.
- 5) Identify the laws involved in employee recruitment, testing, selection, orientation.
- 6) Compare options for employee hiring, development, training, motivation, and evaluation.