Cerro Coso College
Course Outline of Record Report
10/13/2021

BSADC155 : Human Resource Management

General Information

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Course Code (CB01) :	BSADC155
Course Title (CB02) :	Human Resource Management
Department:	Business Information Technolog
Proposal Start:	Fall 2019
TOP Code (CB03) :	(0506.30) Management Development and Supervision
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Course Control Number (CB00) :	CCC000137196
Curriculum Committee Approval Date:	11/01/2013
Board of Trustees Approval Date:	12/19/2013
External Review Approval Date:	03/04/2014
Course Description:	This course introduces the principles and methods of the effective use of human resources in organizations. Students gain an understanding of human resources involved in recruitment, selection, and placement of employees based on training, experience, and abilities. Topics of total compensation, employee-management relations, and global human resources management are also covered.
Submission Type:	Change to Content
	Revised SLO's, added advisory, and revised Delivery Methods and Distance Education
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	• Business
Alternate Master Discipline Preferred:	• Business Education • Management • Marketing
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

Course Development Options

Basic Skills Status (CB08)	Course Special Class Status (CB13)	Grade Options

Course is not a basic skills course.

Course is not a special class.

- Letter Grade Methods
- Pass/No Pass

☑ Allow Students to Gain Credit by Exam/Challenge

Allowed Number of Retakes

0

Course Prior To College Level (CB21)

Not applicable.

Rationale For Credit By Exam/Challenge

No value

Retake Policy Description

Type:|Non-Repeatable Credit

☑ Allow Students To Audit Course

Course Support Course Status (CB26)

No value

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type	Active
Management Associate in Science Degree	A.S. Degree Major	Fall 2019 to Spring 2020

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Classs
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Activity	0
Total	54
Course Out-of-Class Hours	
Lecture	108
Laboratory	0
Activity	0
Total	108

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0   **Faculty Load:** 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

BSADC100 - Introduction to Business

Students are expected to have an introductory knowledge of general business principles, ethics, organizational structures, and resources. In addition, students are expected to have an introductory knowledge of the functional areas of business and accounting structures and reports.

AND

Advisory

ENGLC101 - Freshman Composition

In BSAD 155, students are required to think critically, use effective language, and analyze university-level concepts presented in outside sources. English 101 prepares them for these requirements by providing them instruction in standard academic discourse and research. In this composition course for transfer to four-year institutions, students write expository and argumentative essays that respond to a variety of rhetorical situations and incorporate university-level research. The course emphasizes critical reading, effective use of language, and analysis of university-level concepts presented in outside sources. Students write four to five expository essays including a lengthy research paper.(total words 7,000)

OR

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction	Lecture
Rationale	Lectures are provided to the students clarifying the concepts in each chapter.

Methods of Instruction	Instruction through examination or quizzing
Rationale	Students must complete a Midterm exam covering the first half of the course.

Methods of Instruction	Written work
Rationale	Students must complete weekly assignments related to each chapter.

Methods of Instruction	Instruction through examination or quizzing
Rationale	Student must complete a final exam covering the last half of the course.

Methods of Instruction	Outside reading
Rationale	Students must read assigned articles and videos related to the concepts in each chapter.

Methods of Instruction	Discussion
Rationale	Students must answer a discussion question and respond to at least two of his or her classmates.

Methods of Instruction	Presentations (by students)
Rationale	Students must prepare a PowerPoint presentation on a concept related to human resources.

Assignments

A. Chapter reading: Reading the assigned chapters and watching videos from the textbook based on the topics for the week.
B. Discussions: Students must answer a discussion question and respond to at least two of his or her classmates.
C. Assignments: Completion of written assignments based on the topics in the textbook.
D. Presentation: Students must prepare a PowerPoint presentation on a concept related to human resources.
E. Exam: Students must complete a mid-term exam covering the first half of the course.
F. Exam: Student must complete a final exam covering the last half of the course.

Methods of Evaluation	Rationale
Final Exam	Final Exam demonstrating comprehensive mastery of material presented and graded by a rubric. Example: What are the fundamentals of a job description?
Participation	Weekly discussion participation demonstrating understanding of human resources management concepts and graded by a rubric. Example: Discuss the "Balanced Scorecard" concept.
Homework	Weekly assignments related to the chapter concepts must be completed and are graded by a rubric. Example: Explain the employee evaluation process.
Tests	Mid-term exam demonstrating mastery of material in the first half of instruction Example: Internal recruitment is vital to an organization. (T or F)
Project	Students must prepare a PowerPoint presentation on a related subject in human resources and it will be graded by a rubric. Example: Legislation related to human resources.
Distance Education Description: how outcomes are evaluated	Students are to complete all weekly assigned activities designated in the learning management software as detailed above.

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
	Snell, S. A., Bohlander, G. W.. (2016) Managing Human Resources, 17th, South-Western College Publishing.			

Other Instructional Materials

No Value

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Apply ethics and the principles of the human resource environment.

Expected SLO Performance: 70.0

Differentiate between effective human resource policies and procedures in recruitment, selection, performance appraisal, compensation management, safety and health, and employee discipline.

Expected SLO Performance: 70.0

Explain the methodologies for a comprehensive compensation program.

Expected SLO Performance: 70.0

Apply human resource management procedures to enhance employee management relations by examining employee rights and labor relations.

Expected SLO Performance: 70.0

Outline

Course Outline

A.   Overview of human resources management
1.   History
2.   Environment

B.   Human resources planning and recruitment
1.   Job requirements
2.   Recruitment and selection

C.   Development and appraisal
1.   Skills training
2.   Management and career development
3.   Performance appraisal and review

   D.   Compensation and rewards
   1.   Managing compensation
   2.   Employee benefits
   3.   Incentive rewards
   4.   Recognition programs

   E.   Safety and health
   1.   Workplace safety procedures
   2.   Workplace hazards
   3.   Ergonomics
   4.   Workplace environment – space, lighting, access
   5.   Health - stress

   F.   Employee - management relations
   1.   Employee rights and discipline
   2.   Labor relations
   3.   Collective bargaining and contract administration

   G.   Global human resources management
   1.   Ethical considerations
   2.   Cultural considerations
   3.   Technological considerations
   4.   Cross cultural communication

Delivery Methods and Distance Education

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

Face 2 Face
Online
Hybrid
Interactive

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section?

All paper assignments are identical to those in an onsite class, except that they are uploaded to the course shell into a learning management system as an attachment. Weekly class discussions are conducted by means of online discussion forums within a learning management system. Uploaded quizzes or exams accessible through the class web site are used. Feedback in online discussion forums and through e-mail is used. Substantive critiques of all essays and at least general responses to discussion posts are provided. Rubrics, stated in the syllabus, are used to evaluate online discussion work but are not required. As with any on-ground class, departmental rubrics are used to guide the assessment of essays.

Effective Student-Instructor Contact: Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other (specify)

Student-Instructor contact will include the following: discussion forums, learning management system messages, announcements, and feedback for each student's work.

Student-Instructor contact MAY include the following: chat/Zoom, newsgroup/discussion board, phone, and iTV.
Student-Student contact will include the following: discussion forums.
Student-Student contact MAY include the following: chat/Zoom, learning management system messages, group work, and peer reviewed projects.

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

Cengage Now is used for assignments and testing. Technical support is provided by the help desk at Cengage Learning.

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

The learning management system is accessible and compatible with support programs such as Kurzweil 3000. Faculty will use the Canvas accessibility checker, along with other resources provided by our Distance Education Director, to ensure all learning materials are accessible, including but not limited to documents, pdfs, OERs, external websites, and videos.

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

The class size is from 25 to 45 students.