

# BUSI 87: HUMAN RESOURCES MANAGEMENT

## Foothill College Course Outline of Record

Heading	Value
<b>Effective Term:</b>	Summer 2022
<b>Units:</b>	5
<b>Hours:</b>	5 lecture per week (60 total per quarter)
<b>Advisory:</b>	Demonstrated proficiency in English by placement via multiple measures OR through an equivalent placement process OR completion of ESLL 125 & ESLL 249.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU
<b>Grade Type:</b>	Letter Grade Only
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- Students will be able to demonstrate Human Resources decision-making processes concerning employees in the workplace.
- Students will be able to evaluate leadership and organizational performance.
- Students will be able to evaluate behavior in the workplace that is not ethical according to Human Resources industry standards.
- Students will be able to demonstrate the ability to apply governmental and organizational policies in the Human Resources role.

## Description

This course is a comprehensive study of human resource management in organizations, including human resource planning; employment legislation; recruitment and selection; training and development; compensation and benefits; performance appraisal and career management; managing labor relations; safety, health, and well-being; and motivation and enhancing performance. The course will explore topics including values, ethical issues, leadership and communication, conflict, work design, and organizational culture.

## Course Objectives

The student will be able to:

- Explain the nature of human resources in organizations.
- Evaluate techniques for recruiting and selecting employees.
- Compare training and development methods.
- Demonstrate ability to provide constructive feedback to individuals during the performance appraisal process.
- Analyze compensation and benefits, and demonstrate relationship to employee motivation and satisfaction.
- Explain employment legislation that relates to human resource management.
- Analyze labor-relation theory and techniques.

- Examine methods for ensuring employee safety, health, and well-being.

## Course Content

- The Nature of Human Resource Management (HRM)
  - The History of HR Management
  - The Strategic Value of HR Management to the Organization
  - The Basic Functions Performed in HRM
  - The Basic Roles in HRM
  - Ethics, Corporate Social Responsibility and HRM
- Recruitment and Selection
  - Federal Laws Affecting Employment
  - Equal Opportunity Employment
  - Recognizing and Preventing Discrimination
  - Diversity and the Workforce
  - Strategic Planning and HR Planning
  - HR Forecasting
  - Job Analysis Methods and Creating Job Descriptions
  - Internal Recruitment Methods
  - External Recruitment Methods
    - Selection Process
    - Preliminary Screening
    - Selection Tests
    - Employment Interview
    - Background Checks
    - Metrics for Evaluating the Recruitment/Selection Process
    - Global Impacts for Recruitment/Selection
- Training and Development
  - Training and Development Process
  - Training Methods
  - Training Delivery Systems
  - Metrics for Evaluating Training and Development
  - Factors That Influence Training and Development
- Compensation and Benefits
  - Direct Financial Compensation
    - Components of Direct Financial Compensation
    - Competitive Compensation Policies
    - Market Competitive Pay Structures
    - Sales Representative Compensation
    - Contingent Worker Compensation
    - Executive Compensation
  - Indirect Financial Compensation
    - Legally Required Benefits
    - Discretionary Benefits
    - Health Care
    - Retirement
    - Life Insurance and Disability
    - Paid Time-Off
    - Employee Services
    - Employee Benefits Legislation
    - Workplace Flexibility
- Performance Appraisal and Career Management

- i. Performance Appraisal Process
- ii. Performance Criteria
- iii. Performance Appraisal Methods
- iv. Problems with Performance Appraisals
  - v. Legal Considerations with Performance Appraisals
  - vi. Performance Appraisal Interview
  - vii. Employee Motivational Frameworks
  - viii. Careers and Career Paths
  - ix. Career Development Methods
- f. Union-Management Relations
  - i. The Origin of Unions
  - ii. The Purpose of Unions
  - iii. Union Structure
  - iv. Laws Affecting Collective Bargaining
    - v. The Collective Bargaining Process
    - vi. Collective Bargaining Issues
- g. Employee Safety, Health, and Well-Being
  - i. Nature and Role of Safety, Health and Wellness
  - ii. Occupational Safety and Health Administration (OSHA)
  - iii. Employee Wellness
  - iv. Substance Abuse
  - v. Health Care in The Global Environment

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

When taught as an online distance learning section, students and faculty need ongoing and continuous internet and email access.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Class discussions on current weekly material covered (in e-forums if online)  
Case problems requiring use of personal productivity software to use computation, critical thinking, and creative problem-solving  
Oral reports/presentations as individual or group projects  
Quizzes and objective examinations (midterm and final exams)  
Written article analysis of current information systems topics  
Written critical analysis of text questions, cases, and handout materials

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lectures  
Cooperative learning exercises  
Demonstration  
In-class and/or online discussions  
Oral and/or online presentations  
Individual reading/research

## Representative Text(s) and Other Materials

Martocchio. Human Resource Management, 15th ed.. 2018.

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

- a. Weekly reading assignments from text chapters, handouts, and outside sources, ranging from 75-100 pages/week.
- b. Application of concepts from weekly current topics: a weekly written assignment answering questions or case analysis, ranging from 300-500 words/week.

## Discipline(s)

Business