

Clackamas Community College
Online Course/Outline Submission System

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Section #1 General Course Information**Department:** Business & Computer Science: Business**Submitter**

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Course Prefix and Number: BA - 224**# Credits:** 4**Contact hours**

Lecture (# of hours): 44
Lec/lab (# of hours):
Lab (# of hours):
Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Human Resource Management**Course Description:**

Focuses on a practical, real world approach to Human Resource Management for line managers and Human Resource Managers. Introduces history and current legal environment of Human Resource Management and applies current practice in the functions of staffing, human resource development, compensation, safety and health, and employee and labor relations in both union and non-union environment.

Type of Course: Lower Division Collegiate

Is this class challengeable?

Yes

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes**Name of degree(s) and/or certificate(s):** Business AAS & Certificates

Are there prerequisites to this course?

No

Are there corequisites to this course?

No

Are there any requirements or recommendations for students taken this course?

Yes**Recommendations:** Pass RD-090 or placement in RD-115**Requirements:** None

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F or Pass/No Pass

Audit: Yes

When do you plan to offer this course?

Fall

Spring

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

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

1. analyze the ethical implications of organizational human resource policies and management actions in specific situations;
2. discuss the legal environment in which human resource decisions are made(including significant Federal and State employment laws, and significant cases)and the legal and procedural considerations involved in hiring, testing, training, appraising, disciplining, and terminating employees;
3. explain a systematic approach to managing diversity in the workplace;
4. discuss the advantages of specific employee performance appraisal processes and tools, including selection of appropriate appraisal methods for a given situation;
5. discuss the application of various compensation packages, including mandatory and optional benefits, variable pay, executive perks, traditional and flex plans, and progression analysis;
6. participate in Human Resource Planning (HRP), including human resource forecasting, and select appropriate methods for a job analysis;
7. design a basic training and development plan that uses appropriate training methods and delivery systems;
8. identify and discuss legal, social and other issues associated with recruitment and selection and downsizing organizations;
9. understand Federal and State occupational safety and health processes and basic guidelines;
10. identify the differences between union and nonunion organizations, and describe the importance of union/management relations;
11. discuss the impact of globalization on Human Resource Management.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Overview of Strategic Human Resource Management.
2. Business Ethics and Corporate Social Responsibility.
3. Workforce Diversity, Equal Employment Opportunity, and Affirmative Action.
4. Job Analysis, Strategic Planning, and Human Resource Planning.
5. Recruitment.
6. Selection.
7. Training and Development.
8. Performance Management and Appraisal.
9. Direct Financial Compensation.
10. Indirect Financial Compensation and Nonfinancial Compensation.
11. A Safe and Healthy Work Environment.
12. Labor Unions and Collective Bargaining.
13. Internal Employee Relations.
14. Global Human Resource Management.

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

Section #2 Course Transferability

Concern over students taking many courses that do not have a high transfer value has led to increasing attention to the transferability of LDC courses. The state currently requires us to certify that at least one OUS school will accept a new LDC course in transfer. Faculty should communicate with colleagues at one or more OUS schools to ascertain how the course will transfer by answering these questions.

1. Is there an equivalent lower division course at the University?
2. Will a department accept the course for its major or minor requirements?
3. Will the course be accepted as part of the University's distribution requirements?

If a course transfers as an elective only, it may still be accepted or approved as an LDC course, depending on the nature of the course, though it will likely not be eligible for Gen Ed status.

Which OUS schools will the course transfer to? (Check all that apply)

Identify comparable course(s) at OUS school(s)

How does it transfer? (Check all that apply)

:

First term to be offered:

Next available term after approval

:
