

<b>RIVERSIDE COMMUNITY COLLEGE DISTRICT □ SLO BY SUBJECT</b> (Effective December 6, 2012)		PLOs	Apply sound human resources management practices	Identify, describe and analyze the role of training and development along with key influences that impact this function within human resources management.	Describe and analyze the role of employee labor relations in human resources management, along with key influences impacting labor relations today.	Understand the role that Human Resources Management plays in the successful operations of a business or organization	Analyze and explain various human resources laws and policies required for a professional in the field to know and understand
<b>Subject: Business Administration: Human Resources Concentration</b>							
<b>MAG 56 Human Resources Management</b>							
	Identify and analyze human relations the manager's responsibility in human resource management.		ID				
	Assess techniques used to implement human resources policy.		I				
	Compare and contrast methods of performance evaluations and their use in promotion, transfer, and training employees.			I	I		
	Analyze the application of human resource laws and policies required for professionals in the field.						ID
	Analyze various human resource laws and policies required for professionals in the field.					I	
	Utilization of the various employee performance, hiring, evaluation, discipline, benefits, pay models and services.					I	
	Analyze the role the unions pay in the workplace and the role of human resources in dealing with unions.				I		
<b>MAG 51 Elements of Supervision</b>							
	Identify the skills, traits, and characteristics of an effective supervisor						
	Develop strategies to apply the course content to the challenges of modern supervision						
	Establish work objectives and build systems to achieve appropriate goals.						
	Accurately assess work situations and select appropriate actions						

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	Conduct excellent prospective employee interviews and existing employee evaluations		IDM				
<b>MAG 52 Employee Training &amp; Development</b>							
	1. Understand the role of training and development, along with key influences that impact this function within human resources management.						
	2. Understand the role of training and its history and impact through history, including theories, including various methods such as e-learning, traditional training and computer aided training.						
	3. Analyze the various aspect of training as they relate to employee performance, such as measuring outcomes of training as they relate to employee job descriptions and responsibilities.						
	4. Assess training evaluation methods and return on investment from various training programs within the context of student learning and application						
	5. Compare the various training, development and career enhancement techniques in order to achieve optimum business and employee development results.						
	6. Design a training program, based on employee and employer needs, that enhances the success of the organization and/or company.						
	7. Assess the importance of career development, career development systems, and the role of human resources professionals in career management within an organization.						
<b>MAG 54 Employee Labor Relations</b>							
	1. Understand the role of employee labor relations in human resources management, along with key influences impacting labor relations today.						
	2. Explain the various labor laws involved with employee relations, along with how these impact the workplace.						
	3. Compare the strategies, structures and conflicting rights of labor and management, within the context of policies, procedures and contracts						
	4. Identify key labor laws affecting business and industry today. Ascertain the key role of unions; how they are organized and how bargaining disputes, along with contract issues are resolved.						

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	5. Relate the importance of ethics within the context of employee labor relations and the workplace.				I		
<b>MAG / BUS 70 Intro to Organizational Behavior</b>							
	1. Prepare and complete an assessment of organizational effectiveness, identify weaknesses, & recommend appropriate organization development interventions.						
	2. Select and effectively use at least two organization development techniques.					I	
	3. Assess and analyze effectiveness of an organization development intervention.						
	4. Effectively use a minimum of two team building techniques.						
	5. Evaluate organization structural interventions for effectiveness.						
<b>REQUIRED CORE CLASSES ARE AS FOLLOWS:</b>							
<b>ACC 1A Principles of Accounting I</b>							
	Identify relevant economic data used in manual and computerized accounting information systems and interpret financial statements						
	Evaluate corporate organizations, equity rights and structure						
	Analyze, explain, solve problems and apply the principles of financial accounting to varied economic units within a business entity						
	Demonstrate the ability to continue in a university program of accounting and acquire the required background in any field of business administration						
<b>BUS 10 Intro to Business</b>							
	Define the nature of business and how it operates in our society						

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	Utilize the basic concepts of creating an efficient marketing strategy						
	Apply course content to understand, analyze and form opinions about current issues in business and the economy						
	Apply course content to real life, business related situations, including specialized areas such as management and career paths					I	
<b>BUS 18A Business Law I</b>							
	Analyze and explain the various sources of law which comprise the legal system						
	Analyze torts and crimes as they relate to business.						
	Analyze torts and their crime.						
	Describe how tort, criminal and contract law principles affect business.						
	Apply college-level methods of analysis and evaluation to discussing and writing about legal and ethical dilemmas as they relate to case law.						
	Identify and distinguish the various laws of agency and employment and labor law.				I		
	Explain the nature of the legal system in the US and how laws are created.						
	Analyze and describe the creation, administration, and termination of the sale of goods as set forth in the Uniform Commercial Code						
	Analyze and apply ethical business standards as they relate to business decisions and transactions						
<b>BUS 20 Business Math</b>							
	Demonstrate speed and accuracy in analyzing the fundamental processes of mathematics commonly used in making business calculations						

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	Demonstrate an understanding of mathematical skills required in other business subjects such as accounting, management, marketing and computer operations						
	Compare and discriminate between mathematical processes in order to select the appropriate process to apply to common business mathematical problems.						
	Explain, analyze, apply principles, and solve problems within the subject matter						
<b>Bus 22 Management Communications</b>							
	1. Explain effective and efficient communication styles appropriate in various business settings						
	2. Analyze the effects of human behavior and communication within an organization						
	3. Apply concepts of organizational relationships, political/cultural considerations, teamwork, problem-solving, and decision-making to communication tasks						I
	4. Demonstrate competency in developing content and in applying technical skills in various written and oral business communications including reports, letters, memos, e-mails, instant messages, resumés, and group presentations						
	5. Apply the understanding of group dynamics and cross-cultural communication in making effective written and oral communications						
	6. Develop proficiency in the analysis of organizational relationships, including political and cultural aspects, and application of problem, solving and decision making strategies that lead to the attainment of goals						
	7. Explain effective and efficient communication styles appropriate in various business settings						
<b>CIS 1A Intro to Comp info Sys</b>							
	Identify the fundamental computer concepts and terminology used for input, processing, output, and storage						
	Identify the key features of a variety of software such as operating systems, word processors, spreadsheets, databases, communications and graphics						

