

Chapter 1 : VOC: Human Resource Management < Mt. San Antonio College

Welcome to the Mt. San Antonio College Human Resources web site. Human Resources is committed to attracting and retaining a highly skilled and talented workforce to fulfill the College's mission of educational excellence.

Write a clear, concise course description, summarizing the course content. Include major goals of the course, scope, requirements for successfully completing the course, and any unusual aspects of the course. Direction of people including guidance, control supervisory problems, training, job analysis interviewing, testing, rating, and other functions involving human resources. Designed to improve the overall understanding of the relationship between the individual and the business organization. No Is a course description to be printed in the Class Schedule? If yes, write one or two sentences condensing the catalog description for the prospective student. Does not require as much detail as the catalog description. Limited to characters, including spaces. Direction of people and other functions of human resources. Course Outline Information In courses that include lecture and laboratory, the topical outlines should be separate and distinct, each specific and appropriate to the activities to be conducted. The lecture topical outline should provide a detailed record of the content of the course. Measurable course objectives should identify expected outcomes: A majority of objectives should reflect critical thinking, i. Course objectives should relate directly to methods of evaluation Provide a minimum of five 5 course measurable objectives: Apply theory and practices of current Equal Employment Opportunity employment laws. Conduct work analyses, create job descriptions and job specifications. Define and apply human resource management terms. Develop professional and personal career plans as it relates to career planning and counseling of subordinates on the job. Develop interviewing skills and use interviewing techniques as it relates to interviewing applicants, performance appraisals, and disciplinary actions. Develop recruitment strategies to ensure the attraction of a diverse pool of qualified applicants. Develop a safety policy that will provide a safe and compliant work environment. Course Methods of Evaluation: Methods of evaluation should relate directly to measurable course objectives. They indicate the kind of assignments or performance activities designed for a course to assess student learning. Activities typically assigned in categories 3 and 4 must also be listed in this section. Substantial written assignments for this course include: Employee handbook pages consisting of a diversity statement, job description, recruitment, advertisement. Computational or non-computational problem solving demonstrations: Conduct work analyses, create job descriptions and job specifications for a set of jobs Category 3. Interviewing techniques as it relates to interviewing applicants, performance appraisals, and disciplinary actions Category 4. Assignments should be directly related to the objectives of the course. They should be specific enough to provide real guidance to faculty and clear expectations for students. Descriptions of the type or examples of assignments are required. The nature of the assignments must clearly demand critical thinking. Assignments should be adequate to assure that students who successfully complete them can meet the objectives of the course. Appropriate out-of-class work is required for credit courses. Provide a minimum of three 3 sample assignments: Prepare written answers to the following questions: Why is the Equal Opportunity concept so important in driving the direction of a Human Resources Department? Cite applicable laws and court cases to support your responses. What makes Sexual Harassment such an important human resources issue? List five criteria e. Rank them by order of importance. Break into small groups and compare responses. Does research regarding extrinsic vs. Provide author, title, publisher, date of publication, and edition. If the course is requested to be or is CSU transferable, provide at least one 1 representative text that has been published within the last five 5 years. A representative text is optional for a non-transferable course. This is the most recent edition of this text: Yes No If the text is more than 5 years old, please provide rationale for not selecting a more recent text:

Chapter 2 : Management Degree & Certificate

VOC: Human Resource Management # This introductory certificate exposes students to the business world and the role of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resources.

The easiest way to quickly determine which certificates you have earned, or see which classes you need to take to earn the certificate of choice is to use the interactive Certificate tool [HERE](#). For illustration purposes, the matrix below shows which classes are needed for each of the fifteen certificates in Business Management. There are sixteen certificates in Business Management and Marketing. Human Resource Management Business: Human Resource Management - Level I Business Division Certificate E This introductory certificate exposes students to the business world and the role of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resources. Completion of the Business: Level I as follows: Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern human resource management. International - Level I Business Division Certificate E This specialized business certificate is intended to prepare the student to work in the unique and dynamic environment of international business. This program will afford career opportunities for entry-level employment in international sales and marketing. International - Level II Certificate students will learn methods and approaches to managing the complexities of doing business in an international environment. Students acquire both theoretical knowledge and practical skills related to managing and marketing within the global arena. Students active in the workforce will acquire new skills that are highly desirable in a fast-paced dynamic global environment, with an emphasis on the small business perspective. International - Level I coursework as follows: International Level III Certificate, students will have acquired the specific skills needed to successfully complete international business transactions. Level III as follows: A Business Perspective 3. Management is the efficient use of human and capital resources to accomplish organizational objectives. Upon completion of the Business: Management - Level II Business Division Certificate L This certificate builds upon the Level I Certificate to provide students with proven business tools that will enhance their management careers. Students will be exposed to projects and business simulations that will lead to measurable successes. Business presentations, business planning, team building, conflict resolution, and computer use are core skills developed in this certificate. Management - Level I coursework as follows: Management - Level III Certificate will lead to new opportunities and provide students with a solid foundation upon which to build a management career. Management - Level II coursework as follows: Retail Management- Level I Business Division Certificate E This introductory certificate exposes students to the business world and the role of retail distribution. Fundamentals of business organization, retail marketing and staffing provides the student a solid foundation from which to build a career in retail management. Completion of the Retail Management - Level I coursework as follows: Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern retail management. Marketing Management Business Division Certificate L Students completing this Marketing Management certificate will have gained practical world business knowledge and experience. In addition, completers of the certificate will have learned to use some of the latest business computer software. Small Business Management - Level I Certificate exposes students to the fundamentals of managing and planning a small business. Upon completion students may qualify for an entry-level management position in a small business. Entrepreneurs may use this certificate as a means to plan and develop new business ventures. This certificate focuses on issues such as motivation, teamwork, and leadership skills that lead to enhanced productivity through the development of people. Completion of this certificate will lead to new career opportunities for those currently employed in the small business arena. Students receiving financial aid need to declare the Level II Certificate as their goal to meet Financial Aid requirements. Small Business Management - Level III Certificate, students will have built a foundation of management strategies and practices which will enable them to prosper in an ever-changing small business environment. Computer skills applicable to small business will be developed. Students will

have a strategic perspective across all small business functions. Students will acquire the skills and abilities necessary to build a successful small business career. Supply Chain Management Business Division Certificate to be determined The Supply Chain Management Certificate offers a practical, relevant approach to supply chain management and can offer individuals opportunities for a career path with upward mobility options. For transfer to a university, 60 units of transferable courses are required. This leaves 12 elective units - courses from any discipline - that you can take while on your way to earning your transfer A. An Introductory Level Level I and Intermediate Level Level II Certificate can show an employer that you are committed to a particular type of job function, and may help to open job opportunities in that area. Below you can see how many additional units courses you will need beyond the transfer general education requirements to earn any particular certificate while you are on your way to earning your transfer degree. It may be well worth it for you to take the additional class or two , so that you can earn the certificate s. Certificates can be meaningful when seeking a job while you are still going to school, or after your transfer before you earn your baccalaureate degree: Earn Certificates and Transfer With NO additional courses beyond your transfer requirement You can easily earn the Supply Chain Management Certificate without taking any additional classes while pursuing your transfer degree. Take the following classes as electives: This is a wonderful way to enhance your resume while you are still going to school, without taking any additional classes. Certificates are a wonderful tool that can be used to spark dialogue with an employer regarding work interests, and opportunities in the firm. With 1 additional course beyond your transfer requirement You can earn a Level II Certificate which appears on your official transcript in: If transferring to UC: Ralph Jagodka - rjagodka mtsac.

Chapter 3 : Human Resource Management (Official)

Human Resources Forms. Below are links to commonly used Human Resources forms. Please note that collective bargaining agreements, salary schedules, classified job descriptions, and other helpful information are also located under the "Resources" tab in the menu above.

Chapter 4 : Mt. San Antonio College (Mt. SAC) - Retail Management Certificate

Mt. SAC Human Resources. Below are links to employee salary, contract, and other related Human Resources information. Acrobat PDF documents can be viewed in your web browser, printed, or download to your computer.

Chapter 5 : California Community College Programs List

The Human Resource Management degree is intended to prepare students to enter the business world in the dynamic environment of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resource management.

Chapter 6 : Mt. SAC Human Resources

â€¢Students will apply management concepts and functions. â€¢Students will explain theory and practical application of Equal Employment Opportunity current employment laws.

Chapter 7 : Certificates in Business Management

Human Resource Management - Associate of Science Degree (S) Certificate I (Cert. E) Semester I Certificate II (Cert. L) Semester II Course Units Course Units.