

**CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
COURSE MODIFICATION PROPOSAL**

**Courses must be submitted by October 15, 2010, and finalized by the end of the fall semester to make the next catalog (2011-12) production**

DATE (CHANGE DATE EACH TIME REVISED): 10.7.10 REV 11.17.10

PROGRAM AREA(S): BUS

**Directions: All of sections of this form must be completed for course modifications. Use **YELLOWED** areas to enter data. All documents are stand alone sources of course information.**

**1. Course Information.**

*[Follow accepted catalog format.] (Add additional prefixes if cross-listed)*

**OLD**

Prefix MGT Course# 421 Title Human Resource Management  
Units (3)

3 hours lecture per week

hours blank per week

X Prerequisites: MGT 307

Consent of Instructor Required for Enrollment

Corequisites:

**Catalog Description** (Do not use any symbols):

Examines principles, methods and procedures in the management of human resources. Topics include developing planning objectives for HR management, legal compliance, job analysis, recruiting, selection, training, compensation and employee relations.

**NEW**

Prefix MGT Course# 421 Title Human Resource Management Units (3)

3 hours lecture per week

hours blank per week

X Prerequisites: MGT 307

Consent of Instructor Required for Enrollment

Corequisites:

**Catalog Description** (Do not use any symbols):

Examines principles, methods and procedures in the management of human resources. Topics include developing planning objectives for HR management, legal compliance, job analysis, recruiting, selection, training, compensation, and employee relations.

General Education  
Categories  
Lab Fee Requested

Graded  
X  
CR/NC  
A - F

Repeatable  
for up to units  
Total  
Completions  
Multiple  
Enrollment in  
same semester

Course Level:  
X Undergraduate  
Post-bac/Credential  
Graduate

Optional  
(Student's  
choice)

General Education  
Categories  
Lab Fee Requested

Graded  
CR/NC  
X A - F

Repeatable for  
up to units  
Total  
Completions  
Multiple  
Enrollment in same  
semester

Course Level:  
X Undergraduate  
Post-bac/Credential  
Graduate

Optional  
(Student's  
choice)

**2. Mode of Instruction (Hours per Unit are defaulted)**

**Hegis Code(s)** \_\_\_\_\_  
(Provided by the Dean)

**Existing**

**Proposed**

	Units	Hours Per Unit	Benchm ark Enrollme nt	Grade		Units	Hour s Per Unit	Benchm ark Enrollme nt	Grade	CS No. (filled out by Dean)
Lecture	3	1	25	X	Lecture	3	1	25	X	
Seminar		1			Seminar		1			
Lab		3			Lab		3			
Activity		2			Activity		2			
Field Studies					Field Studies					
Indep Study					Indep Study					
Other blank					Other blank					

### 3. Course Attributes:

**General Education Categories:** All courses with GE category notations (including deletions) must be submitted to the GE website: <http://summit.csuci.edu/geapproval>. Upon completion, the GE Committee will forward your documents to the Curriculum Committee for further processing.

#### A (English Language, Communication, Critical Thinking)

- A-1 Oral Communication
- A-2 English Writing
- A-3 Critical Thinking

#### B (Mathematics, Sciences & Technology)

- B-1 Physical Sciences
- B-2 Life Sciences – Biology
- B-3 Mathematics – Mathematics and Applications
- B-4 Computers and Information Technology

#### C (Fine Arts, Literature, Languages & Cultures)

- C-1 Art
- C-2 Literature Courses
- C-3a Language
- C-3b Multicultural

#### D (Social Perspectives)

#### E (Human Psychological and Physiological Perspectives)

#### UDIGE/INTD Interdisciplinary

Meets University Writing Requirement

Meets University Language Requirement

**American Institutions, Title V Section 40404:** Government US Constitution US History  
Refer to website, Exec Order 405, for more information: <http://senate.csuci.edu/comm/curriculum/resources.htm>

**Service Learning Course** (Approval from the Center for Community Engagement must be received before you can request this course attribute).

### 4. Justification and Requirements for the Course. *[Make a brief statement to justify the need for the course]*

#### OLD

This is an elective course in the BS in Business Program and a required course for the Certificate in Program Management for Public Organizations. An understanding of the role of the human resource management in the general business environment and within the government acquisition environment is essential for managers in private and public organizations. The course will use cases and in-class exercises to illustrate human resource management topics. The course will address managerial, legal, ethical and operational aspects of human resource management. This course strives to provide all employees, including civilian employees in public organizations with the knowledge, skills, and abilities to manage other workers effectively.

- Requirement for the Major/Minor
- X Elective for the Major/Minor
- Free Elective

#### NEW

This is an elective course in the BS in Business Program and a required course for the Certificate in Program Management for Public Organizations. An understanding of the role of the human resource management in the general business environment and within the government acquisition environment is essential for managers in private and public organizations. The course will use cases and in-class exercises to illustrate human resource management topics. The course will address managerial, legal, ethical and operational aspects of human resource management.

- Requirement for the Major/Minor
- X Elective for the Major/Minor
- Free Elective

**Submit Program Modification if this course changes your program.**

### 5. Student Learning Outcomes. (List in numerical order. You may wish to visit resource information at the following website: <http://senate.csuci.edu/comm/curriculum/resources.htm>)

Upon completion of the course, the student will be able to:

#### OLD

1. Describe the fundamentals of human resource management within private and public organizations

Upon completion of the course, the student will be able to:\*

#### NEW

1. Describe orally and in writing the fundamentals of human resource management within private and

2. Write analyses of complex cases related to human resource management principles
3. Formulate and execute human resource management policies, strategies, plans and procedures
4. Identify, conceptualize, and develop solutions for successful human resource management

- public organizations (2,3,5)
2. Write analyses of complex cases related to human resource management principles (1,3)
3. Formulate and execute human resource management policies, strategies, plans and procedures(1,5)

\*Aligns with Program Learning Goals for: 1) Critical thinking, 2) Oral communication, 3) Written Communication, 4) Conduct (Ethics), 5) Competencies in discipline, 6) Collaboration

**6. Course Content in Outline Form.** (Be as brief as possible, but use as much space as necessary)

**OLD**

1. The Human Resource Process
2. Human Resource Planning
3. Assessment of Needs
4. Recruiting
5. Selection
6. Training
7. Skills Evaluation
8. Ethical, Legal Issues
9. Worker Orientation
10. Performance Reviews
11. Discipline/Termination
12. Compensation and Benefits
13. Career Development
14. Private vs. Public Human Resource Management
15. Emerging Issues: Diversity, Harassment, Life Balance

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Does this course content overlap with a course offered in your academic program? Yes ☐ No X

If YES, what course(s) and provide a justification of the overlap.

Does this course content overlap a course offered in another academic area? Yes ☐ No X

If YES, what course(s) and provide a justification of the overlap.

Overlapping courses require Chairs' signatures.

**7. Cross-listed Courses (Please note each prefix in item No. 1)**

A. List cross-listed courses (Signature of Academic Chair(s) of the other academic area(s) is required).

B. List each cross-listed prefix for the course:

C. Program responsible for staffing:

**8. References.** [Provide 3-5 references]

**OLD**

1. Gordon, J.R., 1986, *Human Resource Management: A Practical Approach*, Boston: Allyn & Bacon.
2. Dipboye, R.L., 1992, *Selection Interviews: Process Perspectives*, Cincinnati: South-Western Publishing.
3. Henderson, R.I., 1994, *Compensation Management*, Upper Saddle River, NJ: Prentice Hall.
4. Arthur, M.B. and D.M. Rousseau, 1996, *The Boundaryless Career: A New Employment Principle for a New Organizational Era*, New York: Oxford University Press.

**NEW**

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**9. Tenure Track Faculty qualified to teach this course.**

William P. Cordeiro, Jeri-Elaine Smith  
Other Business & Economics faculty

**10. Requested Effective Date or First Semester offered:**

**11. New Resource Requested:** Yes  No ☒

If YES, list the resources needed.

**A. Computer Needs (data processing, audio visual, broadcasting, other equipment, etc.)**

**B. Library Needs (streaming media, video hosting, databases, exhibit space, etc.)**

**C. Facility/Space/Transportation Needs:**

**D. Lab Fee Requested:** Yes  No  ( Refer to the Dean's Office for additional processing)

**E. Other.**

**12. Indicate Changes and Justification for Each.** [Check all that apply and follow with justification. Be as brief as possible but, use as much space as necessary.]

<input type="text"/> Course title	<input type="text"/> Course Content
<input type="text"/> Prefix/suffix	<input checked="" type="checkbox"/> Course Learning Outcomes
<input type="text"/> Course number	<input type="text"/> References
<input type="text"/> Units	<input type="text"/> GE
<input type="text"/> Staffing formula and enrollment limits	<input checked="" type="checkbox"/> Other JUSTIFICATION
<input type="text"/> Prerequisites/Corequisites	<input type="text"/> Reactivate Course
<input checked="" type="checkbox"/> Catalog description	
<input checked="" type="checkbox"/> Mode of Instruction	

**Justification:**

Updated Student Learning Objectives (SLO) and aligns SLO with Program Learning Goals (PLG)

**13. Will this course modification alter any degree, credential, certificate, or minor in your program?** Yes  No

If, YES attach a program update or program modification form for all programs affected.

Priority deadline for New Minors and Programs: **October 4, 2010** of preceding year.

Priority deadline for Course Proposals and Modifications: **October 15, 2010**.

Last day to submit forms to be considered during the current academic year: **April 15<sup>th</sup>**.

William P. Cordeiro

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Proposer(s) of Course Modification

Type in name. Signatures will be collected after Curriculum approval.

Date

**Approval Sheet****Course:** 

If your course has a General Education Component or involves Center affiliation, the Center will also sign off during the approval process.

Multiple Chair fields are available for cross-listed courses.

Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
Program Chair		
	Signature	Date
General Education Chair		
	Signature	Date
Center for Intl Affairs Director		
	Signature	Date
Center for Integrative Studies Director		
	Signature	Date
Center for Multicultural Engagement Director		
	Signature	Date
Center for Civic Engagement and Service Learning Director		
	Signature	Date
Curriculum Chair		
	Signature	Date
Dean of Faculty		
	Signature	Date