



Berkeley City College
2050 Center St., Berkeley, CA 94704 (510) 981-2800
www.berkeleycitycollege.edu

Are you or do you plan to be an employee or a supervisor?



*Learn the Do's and Don'ts of
Employment this Spring!*

Enroll Now In:

***Human Resources Management
(BUS 56, Code #23585, 3 Units)***

Class Starts Tuesday, Jan. 23, 2018

If plans for your future include being an employee or managing other employees, this class is for you! You will learn about what you need to succeed and will gain real world knowledge of employee/employer do's and don'ts.

You will be able to:

- **apply** legal and ethical principles in business and employment decision making.
- **identify** and explain Federal and state laws that affect management, employees, and labor relations.
- **identify** the role of human resources in analyzing and managing the changing work environment,
- **explain** human resource management's influence on the environment and culture of the organization

This course is transferable to CSU; it can be a general elective for any degree program at BCC.

Human Resources Management (BUS 56, 3 Units, Section B1, Code #23585,)

3 hours lecture (GR or P/NP). Acceptable for credit: CSU

Introduction to human resources management: Impact and accountability to the organization in human resource activities, global human resources strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights.

Instructor: Jayne Matthews **Time/Day/Place:** 1:30 to 2:45 p.m., T/TH; BCC, Rm 52



The Peralta Colleges: Berkeley City College, College of Alameda, Laney College and Merritt College