



Course Syllabus Human Resource Training and Development HRPO 1302

Semester with Course
Reference Number: 2nd Start
CRN: 31711

Instructor contact
information:
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TEXTBOOK: ****Blanchard, P. and James Thacker, *Effective Training: Systems, Strategies and Practices, Fifth Edition, Upper Saddle River, New Jersey, Prentice Hall, 2013....ISBN:9780132729048***

**Office Location and
Hours:**
10041 Cash Road
By Appointment

**Course
Location/Times
Distance Education** Distance...All course information will be conducted online.

**Course Semester
Credit Hours (SCH)
(lecture, lab) If
applicable** Credit Hours 3.00
Lecture Hours 3.00
Laboratory Hours

**Total Course Contact
Hours** 48

**Course Length
(number of weeks):
16 weeks** 16 Weeks

Type of Instruction Distance Education
Specific assignments and testing schedule will be posted on first day of
class via course's home page, Go To Class Link.

Course Description: An overview of the human resource development function specifically
concentrating on the training and development component. Topics include
training as related to organizational mission and goals; budgeting;

assessment; design, delivery, evaluation, and justification of training. Included are new trends in training, including distance and virtual education.

Course Prerequisite(s) None

**Academic
Discipline/CTE
Program Learning
Outcomes**

1. Identify essential management skills necessary for career success.
2. Describe the relationships of social responsibility, ethics, and law in business.
3. Construct a business plan.
4. Examine the role of strategic human resource planning in support of organizational mission and objectives.
5. Describe the impact of corporate culture and atmosphere on employee behavior.

**Course Student
Learning Outcomes
(SLO): 4 to 7**

1. To learn the role training and development play in today's world.
2. To develop the ability to develop both group and one-on-one training activities.
3. To develop an ability to work in teams and produce a workable training module.
4. To appreciate the role communications play in all training endeavors.
5. To explore training and development products that are currently being used in business.

**Learning Objectives
(Numbering system
should be linked to
SLO - e.g., 1.1, 1.2, 1.3,
etc.)**

- To learn the role training and development play in today's world.**
To develop the ability to develop both group and one-on-one training activities.
To develop an ability to work in teams and produce a workable training module.
To appreciate the role communications play in all training endeavors.
To explore training and development products that are currently being used in business.

**SCANS and/or Core
Curriculum
Competencies: If
applicable**

- SCANS**
To learn the role training and development play in today's world.
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
- To develop the ability to develop both group and one-on-one training activities.**
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
- To develop an ability to work in teams and produce a workable training module.**
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
- To explore training and development products that are currently being used in business.**
Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing

Instructional Method: Distance (100%)

All assignments and tests are conducted online.

Distance (100%)

All assignments and tests will be conducted online.

Student Assignments

To learn the role training and development play in today's world.

To develop the ability to develop both group and one-on-one training activities.

To develop an ability to work in teams and produce a workable training module.

To appreciate the role communications play in all training endeavors.

To explore training and development products that are currently being used in business.

Student Assessment(s)

To learn the role training and development play in today's world.

To develop the ability to develop both group and one-on-one training activities.

To develop an ability to work in teams and produce a workable training module.

To appreciate the role communications play in all training endeavors.

To explore training and development products that are currently being used in business.

HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

See "Health Science Program/Discipline Requirements" for grading scale.

Instructor Grading

Based on HCC grading policies.

HCC Policy Statement:

Access Student Services Policies on their Web site: <http://hccs.edu/student-rights>

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site: http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syllabus.pdf

Access CE Policies on their Web site: <http://hccs.edu/CE-student-guidelines>