Course Syllabus
Recruiting, Interviewing and Placement of Human Resources
HRPO 2371

Semester with Course Reference Number (CRN): 57299

Instructor contact information (phone number and email address):
Karen Overton…713 718-5453
Karen.overton@hccs.edu

Office Location and Hours:
10041 Cash Road

Course Location/Times
Distance Education

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

Total Course Contact Hours	48

Continuing Education Units (CEU): if applicable

Course Length (number of weeks):
16 weeks

Type of Instruction	Lecture

Course Description:	A study of the concepts, techniques, and regulations that apply to

employment, recruitment, interviewing, selection and placement of human resources. (Formerly BUSM 2335)

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. Understand and explain the concepts, techniques and regulations that apply to the recruitment process within a company.
2. Understand and explain the concepts, techniques and regulations that apply to the selection process within a company.
3. Understand and explain the concepts, techniques and regulations that apply to the placement process within a company.   .

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

Understand and explain the concepts, techniques and regulations that apply to the recruitment process within a company.

Understand and explain the concepts, techniques and regulations that apply to the selection process within a company.

1. The primary objective is to give the student an understanding of the recruiting, interviewing and placement function within an organization.
Understand and explain the concepts, techniques and regulations that apply to the placement process within a company.

SCANS and/or Core Curriculum Competencies: If applicable

SCANS
Understand and explain the concepts, techniques and regulations that apply to the recruitment process within a company.

Foundation Skills - Thinking -Knowing How to Learn
Foundation Skills - Thinking -Reasoning
Understand and explain the concepts, techniques and regulations that apply to the selection process within a company.

Foundation Skills - Thinking -Knowing How to Learn
Foundation Skills - Thinking -Reasoning
Understand and explain the concepts, techniques and regulations that apply to the placement process within a company.

Foundation Skills - Thinking -Knowing How to Learn
Foundation Skills - Thinking -Reasoning

Instructional Methods

Distance (100%)

Student Assignments	**Understand and explain the concepts, techniques and regulations that apply to the recruitment process within a company.**
	Projects
	Understand and explain the concepts, techniques and regulations that apply to the selection process within a company.
	Projects
	Understand and explain the concepts, techniques and regulations that apply to the placement process within a company.
	Projects
Student Assessment(s)	**Understand and explain the concepts, techniques and regulations that apply to the recruitment process within a company.**
	Case Studies
	Understand and explain the concepts, techniques and regulations that apply to the selection process within a company.
	Reading Assignments
	Understand and explain the concepts, techniques and regulations that apply to the placement process within a company. **Quizzes**
Program/Discipline Requirements: If applicable	

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
Criteria**

Instructional Materials   Noe/Others, Human Resource Management, 7th Edition with CONNECT,
ISBN: 9780077397470

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   http://de.hccs.edu/Distance_Ed/DE_Home/faculty_resources/PDFs/DE_Syll
their Web site:**   abus.pdf

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