



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):
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du**

**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 DISTANCE

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.**

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

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

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

Textbook: [Human Resources Management; Noe/others...7th Edition. ISBN: 97800774111183; 2011](#)

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>