



Course Syllabus Human Resource Management HRPO 2301

Semester with Course Reference Number (CRN)	Spring 2015
Instructor contact information	<i>Please feel free to contact me at any time concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and discuss course topics. Feel free to contact me by sending me an email to silvia.degarcia@hccs.edu or by calling 713-320-1723.</i>
Office Location and Hours	
Course Location/Times	Northeast College Online
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours 3.00
Course Length (number of weeks)	16 weeks
Type of Instruction	Online 100%
Course Description:	Behavioral and legal approaches to the management of human resources in organizations. (Formerly BUSM 2320)

Instructional Materials



Gomez, Managing Human Resources, SEVENTH Edition, Pearson Publishing.
Authors: Luis R. Gomez-Mejia, David Balkin, Robert Cardy
ISBN: 9780132729826

Course Prerequisite(s)

FREQUENT REQUISITES

- ENGL 0300 or 0347
- GUST 0342 (9th -11th Grade Reading)
- MATH 0306 (Basic Math Pre-Algebra)

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. Describe and explain the development of human resources management
2. Evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation
3. Discuss management's ethical, socially responsible, and legally required actions.
4. Assess methods of compensation and benefits planning.
5. Examine the role of strategic human resource planning in support of organizational mission and objectives.

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

Describe and explain the development of human resources management

Evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation

Discuss management's ethical, socially responsible, and legally required actions.

Assess methods of compensation and benefits planning.

Examine the role of strategic human resource planning in support of organizational mission and objectives.

SCANS and/or Core Curriculum Competencies: If applicable

SCANS

Describe and explain the development of human resources management

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Discuss management's ethical, socially responsible, and legally required actions.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Assess methods of compensation and benefits planning.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Examine the role of strategic human resource planning in support of organizational mission and objectives.

Foundation Skills - Basic -Reading
Foundation Skills - Basic -Writing
Foundation Skills - Basic -Mathematics
Foundation Skills - Basic -Listening
Foundation Skills - Basic -Speaking

Instructional Methods

Online 100%
As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning this class by modeling good teaching strategies and implementing scenarios and real-life examples that allow you to connect the information that you learn in this course to the real world.
As a student, it is your responsibility to read the assigned chapters in the textbook, submit assignments on the due dates, study for the exams, and enjoy yourself throughout the experience.

Student Assignments

Assignments have been developed that will enhance your learning. To better understand a topic, you will be given assignments on key information that you will need to remember for your success in this course.

Student Assessment(s)

I will conduct quizzes, exams, and assessments that you can use to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. I welcome your observations on what you discover and may be able to assist you in finding resources that will improve your performance.

HCC Grading Scale

A = 100- 90
B = 89 - 80:
C = 79 - 70:
D = 69 - 60:
59 and below = F
IP (In Progress)
W(Withdrawn)
I (Incomplete)
AUD (Audit)

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.

HCC Policy Statement:

It is the policy of the Dean of Workforce that an Incomplete may be given only for extenuating circumstances (i.e., family illness, accident, or an unforeseen event occurring at final exam time).

Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.)Who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office."

For questions, contact Donna Price at 713-718-5165 or the Disability Counselor at your college. To visit the ADA Web site, log on to www.hccs.edu, click Future Students, scroll down the page and Click on the words Disability Information.

- * Central ADA Counselors – John Reno – 713-718-6164, Martha Scribner – 713-718-6164
- * Northeast ADA Counselor – Kim Ingram – 713-718-8420
- * Northwest ADA Counselor – Mahnaz Kolaini – 713-718-5422
- * Southeast ADA Counselor – Jette Friis – 713-718-7218
- * Southwest ADA Counselor – Dr. Becky Hauri – 713-718-7910
- * Coleman ADA Counselor – Dr. Raj Gupta – 713-718-7631

Attendance and Withdrawal Policies

Class attendance is important. Generally, the course material is covered in the text; however, lectures and small group exercises augment and clarify the textbook material. You are encouraged to get to know your fellow students in order to have a source for lecture notes and handouts if you cannot attend a class session. Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their particular career goals. Disruptive activity that hinders other students' learning or deters an instructor from effective teaching will not be tolerated under any circumstances. In accordance with HCCS rules, the instructor has the authority to drop a student from any class after the student has been absent for periods equivalent to two weeks of class (6 classes).

However, the student has the ultimate responsibility to withdraw from the course. Attending class lectures is vital to understanding, integrating, and applying the concepts discussed in class. Attendance will be kept according to HCCS rules. If there are extreme circumstances that require absence from class, it is the student's responsibility to notify the instructor before the class period. Students absent from class are still responsible for all material assigned and/or covered during the missed session. Students arriving late or leaving early should notify the instructor ahead of time, and sit in a seating location that is least likely to disrupt the class. For additional information refer to the HCCS catalog.

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>