

Departmental Course Syllabus

Business Department * Academic Instruction Center Suite 325 **Revision:** Spring 2009
San Antonio College * 1300 San Pedro Avenue * San Antonio, TX 78212-4299

Course Number and Title: HRPO 2301 – Human Resources Management

Credit Hours: 3

Instructor: Varies

Office: Varies

Phone Number: (210) 486-1414 **Fax:** (210) 486-1503

E-mail: Varies

Web Address: <http://www.accd.edu/sac/business>

Office Hours: To be posted by the individual instructor.

I. Catalog Description:

This course addresses the behavioral and legal approaches to the management of human resources in organizations.

II. Pre-requisites, co-requisites and other requirements:

None

III. Text and/or Other Requirements:

Managing Human Resources; 14th ed., Bohlander – Thomson/S-W Publisher

Managing Human Resources-Study Guide, 14th edition, Bohlander – Thomson/S-W Publisher

IV. Method of Instruction:

Varies. Lectures, except for internet courses.

V. Course Content:

The student will study the impact of technology and legislation on managing people, the recruitment process, the approaches to conducting an employment interview, the employee training assessment needs and the employee performance evaluation.

VI. Learning Outcomes

Learning Outcome 1: The student will be able to describe and explain the development of human resources management.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Describe and explain on a written examination and quizzes the seven categories of HR activities.
2. Explain on a written examination and quizzes the manager's role in contemporary human resources management.
3. Explain on a written examination and quizzes how legal, political,

cultural, and economic factors affect global HR management.

Learning Outcome 2: The student will be able to evaluate current methods of job analysis, recruitment, selection, training/development, performance appraisal, promotion, and separation.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Evaluate by using in-class exercises the stages and methods used in job analysis.
2. Explain and evaluate on a written examination internal and external recruiting methods.
3. Describe and evaluate on a written examination and in case work various selection devices used to select the appropriate person to work in your organization.
4. Define on a written examination training and development and discuss why a strategic approach is important in the training process.
5. Identify on a written examination the components of a performance management system.
6. Evaluate on a written examination the advantages and disadvantages of promotion from within the organization.
7. Examine by using in-class exercises the contemporary work environments in relationship to disciplinary systems, employee safety and assistance programs and management of stress.

Learning Outcome 3: The student will be able to discuss management's ethical, socially responsible, and legally required actions.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Discuss on a written examination the role of ethics in the management of human resources.
2. Identify and discuss on a written examination legal legislatures and issues pertaining to human resources management and its implications.

Learning Outcome 4: The student will be able to assess methods of compensation and benefits planning.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Compare and contrast on a written examination the pros and cons of different compensation structures and strategies in relationship to performance evaluation and motivating employees.
2. Assess on a written examination employee benefits and service programs.

Learning Outcome 5: The student will be able to examine the role of strategic human resource planning in support of organizational mission and objectives.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Examine by taking a written examination the role of strategic HR planning and how it is linked to organizational strategies.

SCANS

The following SCANS Skills will be taught in this course: interprets and communicates information (C7), participates as member of a team (C9). Foundation skills included are: reading (F1), writing (F2), arithmetic (F3), listening (F5), creative thinking (F7), responsibility (F13), self-esteem (F14), sociability (F15), self-management (F16), and integrity/honesty (F17).

VII: Course requirements and grade computation:

A. College Requirements:

1. A written comprehensive final examination, not to exceed three hours in length, shall be given at the end of each semester for each course at the regularly scheduled time. Any exceptions to these requirements must be approved by the appropriate dean. Other examinations are given at the discretion of the instructor.

A student who must be absent from a final examination should petition that instructor for permission to post pone the examination. A student absent without permission from a final examination is graded “F”. Postponed examination result in a grade of “I”. The final exam must be taken within 120 calendar days from the end of the semester or the grade automatically becomes an “F”. (San Antonio College Bulletin, Faculty Handbook – January 1995)

B. Departmental Requirement:

Workload: Students are responsible for reading and studying each chapter PRIOR TO class lecture and discussion of the chapter. **THIS IS VERY CRITICAL.** Your success in this class is dependent upon your continued commitment to maintaining a daily study time outside the classroom. You must stay current.

C. Instructor Requirements:

HRPO 2301 grade determinants	
Quizzes & Oral Presentations	10%
Classroom Presentations	5%
Phase Test (3 @ 20% each)	60%
Final Exam	25%

Assigned Projects:

Each student will present an in-class presentation related to the Human Resources Management. Subject to be approved by the instructor.

Pop Quizzes:

Several brief unannounced pop quizzes will be given during the semester. Missed pop quizzes cannot be made up, unless the student has an approved absence.

Grading Scale:

A	=	90	-	100
B	=	80	-	89
C	=	70	-	79
D	=	60	-	69
F	=	Below 60		

VIII:

College Policies:

- A. San Antonio College does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability with respect to access, employment programs or services.
- B. "Students are urged not to bring children to either a class or a lab. Minors under the age of twelve (12) must not be left unattended on campus." College Academic Council – April, 1998
- C. ADA Statement: "As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, if accommodation is needed contact the Office of DisABILITY Support Services, CAC 124C, Phone: (210) 733-2347"
- D. A Rapid Response Team exists for the purpose of responding to emergencies. If you have a disability that will require assistance in the event of a building evacuation, notify Disability Support Services, Chance Academic Center 124C, Phone: (210) 733-2347.

- E. Academic Dishonesty: Students may be subject to disciplinary proceedings resulting in an academic penalty or disciplinary penalty for academic dishonesty. Academic Dishonesty includes, but is not limited to cheating on a text, plagiarism and collusion. For additional information refer to the "Student Code of Conduct": in the San Antonio College Bulletin.
- F. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library. College Academic Council, 01/2000.
- G. San Antonio College Attendance Policy: Regular and punctual attendance is required. A student absent for any reason is responsible for all work missed. Absences are recorded from the first day of class. A student absent the equivalent of two weeks of instruction, may be dropped by the instructor with a grade of "W." Both tardiness and early departure from class are forms of absenteeism. The instructor establishes the policy with regard for each.
- H. San Antonio College is a smoke free campus.
- I. ACCD DPS Emergency Phone Numbers:
ACCD DPS Emergency Phone (210) 222-0911
ACCD DPS General Phone (210) 208-8099
ACCD DPS Weather Phone (210) 208-8189 – (For information on college closures)
- J. Students must also abide by the policies, procedures, and rules set forth in the "Student Code of Conduct" and all other policies set forth in the San Antonio College Bulletin.
www.accd.edu/sac/sacmain/schedule/SAC_Bulletin_05-06.pdf

IX. Miscellaneous Information

1. Retention Period For Student Work, Exams, etc:

Student papers and exams will be retained for one semester after the completion of the course.

2. Business Department

For degree plans, general syllabi outlines, and other information on your current course and faculty, please visit the Business Department website at: <http://www.accd.edu/sac/business> or contact us at (210) 733-2700.

3. Business Computer Lab

The Business Computer Lab is a student lab that is open to any Business Department student majoring in any of the departments programs and/or taking any department course. For more information, please contact the BCL at (210) 785-6058 or visit us on the web at <http://www.accd.edu/sac/business/lab>.