

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 2303 – Employment Practices

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. Course Description:

This course is a study of employment issues including techniques for human resource forecasting, selection, and placement which includes interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, equal employment opportunity (EEO), EEO record keeping, and affirmative action plans.

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

NONE

III. Text and/or Other Requirements:

Human Resources Management 10th ed., Mondy – Prentice Hall Publisher

IV. Method of Instruction:

Lecture

Case Exercises

V. Course Content:

Identify key legislation affecting the employment function of human resource management; establish a recruitment plan; define job requisitions by matching skills to needed competencies; develop an employment policy related to recruitment and selection; and develop selection tools.

VI. Learning Outcomes:

Learning Outcome 1: The student will be able to identify key legislation affecting the employment functions of human resource management

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Identify key legislation affecting employment functions. This will be demonstrated on a written examination.
2. Describe on a written examination major wages, hours, and benefits acts and the requirements they place on organizations.

3. Explain on a written examination the upward force of minimum wage and welfare legislation on pay practices.
4. Describe through written examination the influence federal legislation is having on civil rights in the workplace, and the increasing recognition of tax treatment on compensation practices by employees at all levels.

Learning Outcome 2: The student will be able to establish a recruitment plan

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. The student will be able to establish a recruitment plan. This will be demonstrated by written report and examination.
2. Describe through written examination the recruitment process.
3. The student will describe on a written examination the different alternatives to recruitment including internet recruiting, internal and external recruitment, and external sources of recruitment.
4. Explain on written examination recruitment for diversity.

Learning Outcome 3: The student will be able to define job requisitions by matching skills to needed competencies.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Define a job requisition by matching skills to competencies. This will be demonstrated through written examination and written report.
2. Through written examination student will match skills of applicant to job description.

Learning Outcome 4: The student will be able to develop an employment policy related to recruitment and selection.

Performance Objectives/Methods of Measurement for this outcome:

The student will be able to:

1. Develop an employment policy related to recruitment and selection. This will be done through written report.
2. Student will list steps in the recruitment and selection process to include the initial announcement, matching requirements to skills, and the selection process.

Learning Outcome 5: The student will be able to develop selection tools.

Performance Objectives/Methods of Measurement for this outcome.

The student will be able to:

1. Describe the general selection process. This will be done through examination.

2. Through examination students will explain the administration of selection test including the advantages, potential problems, and characteristics of properly designed selection tests.
3. Students will be able to explain the importance of the employment interview including interview planning and the context of the interview.
4. Through examination students will be able to explain the use of personal reference checks, background investigations and polygraph tests.

SCANS

The following scans will be taught:

Acquires and evaluates information (C5), interprets and communicates information (C7).

Foundation skills include:

Reading (F1), writing (F2), listening (F5), creative thinking (F7), decision making (F8), seeing things in the mind's eye (F10), knowing how to learn (F11), reasoning (F12), responsibility (13), self-esteem (F14), sociability (F15), self-management (F16), 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:

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>.