



WACO, TEXAS

HUMAN RESOURCES MANAGEMENT
HRPO 2301
COURSE SYLLABUS

REVISED: 2009/2010

HUMAN RESOURCES MANAGEMENT

HRPO 2301

Course Description:

Studies the principle functions of Human Resource Administration with emphasis on practical applications. Topics of study include recruitment, selection, development, supervision, labor relations, wage and salary administration, human relations, benefits management and motivation. Case studies, lecture, class discussion, and videos are used to aid practical application .

Required Text & Material:

Human Resource Management 11th Edition. R. Wayne Mondy. Pearson/Prentice Hall.

Course Objectives and/or Competencies:

Objectives – as listed on the first page each Chapter in the text. We will cover all Chapters.
Plus, as follows:

The general objective of this course is to introduce human resource management to the students, and show the students how the different theories are applied in the work place.

Each student should attain a sufficient understanding of the functions of human resource management and be able to use this information with his/her present business knowledge and work experience.

Each student is encouraged to understand a variety of situations a human resource manager must face. Each student is also encouraged to understand opposing viewpoints and opinions on these situations and to employ critical thinking skills.

IV. Competencies

- A. Resources--They know how to allocate time, money, materials, space, and staff.

Students outline ways that a surplus of personnel might be dealt with by an organization.

Students define and indicate the applications of burden of proof, comparable worth, EEO, adverse impact and reverse discrimination and the impact on employees.

Students define affirmative action and discuss an effective affirmative action plan.

Students discuss the pros and con of the different methods for recruiting employees internally and externally.

Students conduct an effective interview as an interviewer and answer questions as an interviewee.

Students discuss the process of hiring: recruiting, interviewing, application forms, testing, checking references, and making the offer.

Students discuss the benefit challenges for the 1990s.

Students identify different areas of benefits: security, pension, financial, time.

- B. Interpersonal skills--They can work on teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.**

Students discuss types of sexual harassment, how to write policy, and how to confront and handle sexual harassment.

Students work in teams to discuss chapters, videos, and to solve cases.

Students discuss the effects of the global economy on HRM.

Students discuss effective methods of orientation, training and development and the impact training has on the organization.

Students discuss diversity, the changing nature of the workforce, and the impact this has on HRM.

- C. Information--They can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.**

Students evaluate current demographic and work force shifts which impact the practice of HRM management in the present and the near future.

Students discuss skills assessment, analysis, job descriptions and job specifications, and their impact and importance to the organization.

Students discuss validity and reliability in testing and their importance.

Students list the elements necessary to maintain an employee handbook and other forms of communication within an organization.

- D. Systems--They understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.**

Students describe probably reasons for, and appropriate managerial reaction to the problems of absenteeism, tardiness, off-the-job behavior and on-the-job behavior.

Students identify the major uses of performance appraisals.

Students list characteristics of a legal an effective appraisal system.

Students explain the role of labor markets in compensation.

Students outline the process of building a wage-salary administration and the laws effecting compensation.

Students explain the health and safety factors, which effect employees.

Students identify the basic provisions of the Occupational Safety and Health Act of 1970.

Students outline a progressive discipline sequence.

- E. Basic Skills--reading, writing, arithmetic and mathematics, speaking, and listening.**

Students calculate the impact of possible discrimination using the 4/5s rule.

Students listen to others' inputs and understand there are many ways to look at and solve problems in HRM.

Students discuss problems and situations in groups and various ways to solve them.

Students answer short answer and essay question on exams.

- F. Thinking Skills--the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.**

Students make decisions on how to handle a particular HRM program and compare their decision with other students.

- G. Personal Qualities--individual responsibility, self-esteem and self-management, sociability, and integrity.**

Students are held responsible for all readings and assignments throughout class. They are made aware of the rules and their responsibilities.

Students identify how management and organizations can respond to employee alcoholism, drug abuse and other problems.

Students discuss self-esteem and self-confidence in relationship to working with their employees and themselves.

The students discuss characteristics of being an effective team player and exhibit those characteristics during group work.

Students discuss ethical and legal problems in HRM.

MCC Attendance Policy:

Regular and punctual attendance is expected of all students, and each instructor will maintain a complete record of attendance for the entire length of each course, including online and hybrid courses. Students will be counted absent from class meetings missed, beginning with the first official day of classes. Students, whether present or absent, are responsible for all material presented or assigned for a course and will be held accountable for such materials in the determination of course grades. In the case of online and hybrid courses, attendance will be determined in terms of participation, as described in the course syllabus.

Absence from 25 percent of scheduled lecture and/or laboratory meetings will be taken as evidence that a student does not intend to complete the course, and the student will be withdrawn from the course with a grade of W. The instructor may reinstate the

student if satisfied that the student will resume regular attendance and will complete the course. If the student's 25 percent absences are reached after the official drop date, the instructor may assign a W, if the student is passing and requests to be withdrawn. However, if a student who is not passing reaches the 25 percent point after the official drop date, the student will receive an F. In extenuating circumstances, the instructor may assign a W to a student who is not passing.

Each absence will count toward attendance requirements in each course.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Also, the instructor has the prerogative of determining whether a student may make up work missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

Student Absences on Religious Holy Days

McLennan Community College shall excuse a student from attending classes or other required activities including examinations for the observance of a religious holy day, including travel for that purpose. Students are required to file a written request with each instructor for an excused absence. A student whose absence is excused for this observance may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code. McLennan Community College may not excuse absences for religious holy days which may interfere with patient care.

Note: Students interested in seeing the class attendance policy in its entirety should check the Highlander Guide or the MCC policy manual.

ADA Statement:

In accordance with the requirements of the Americans with Disabilities Act (ADA), and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC's designated ADA co-coordinators, Mr. Gene

Gooch - Vice President, Finance and Administration and Dr. Santos Martinez – Vice President, Student Services shall be responsible for coordinating the College’s efforts to comply with and carry out its responsibilities under ADA. Students with disabilities requiring physical, classroom, or testing accommodations should contact Mr. Marcus Sweatt, Disabilities Specialist, at 299-8122 or msweatt@mclennan.edu.

HRPO 2301 HUMAN RESOURCE MANAGEMENT

Course Competencies	Workplace Competencies												Foundation Skills																					
	Resources				Interpersonal				Information				Systems				Technology				Basic Skills					Thinking Skills					Personal Skills			
	A	B	C	D	A	B	C	D	E	F	A	B	C	D	A	B	C	A	B	C	D	E	A	B	C	D	E	F	A	B	C	D	E	
Allocate time, money, materials, space, and staff.				X																X														
Work on teams, teach others, serve customers, lead, negotiate, and work well with people from culturally diverse backgrounds.					X					X												X	X											
Acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.											X						X																	

