

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

|                                 |  |                 |                 |          |                 |         |     |  |     |
|---------------------------------|--|-----------------|-----------------|----------|-----------------|---------|-----|--|-----|
| <b>SUBJECT AREA</b>             | <u><b>Business Management</b></u>  |                 |                 |          |                 |         |     |  |     |
| <b>COURSE RUBRIC AND NUMBER</b> | <u><b>HRPO 2301</b></u>  |                 |                 |          |                 |         |     |  |     |
| <b>COURSE TITLE</b>             | <u><b>Human Resources Management</b></u>   |                 |                 |          |                 |         |     |  |     |
| <b>COURSE CREDIT HOURS</b>      | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u><b>3</b></u></td> <td style="text-align: center;"><u><b>3</b></u></td> <td style="text-align: center;"><b>:</b></td> <td style="text-align: center;"><u><b>0</b></u></td> </tr> <tr> <td style="text-align: center;">Credits</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table> | <u><b>3</b></u> | <u><b>3</b></u> | <b>:</b> | <u><b>0</b></u> | Credits | Lec |  | Lab |
| <u><b>3</b></u>                 | <u><b>3</b></u>  | <b>:</b>        | <u><b>0</b></u> |          |                 |         |     |  |     |
| Credits                         | Lec  |                 | Lab             |          |                 |         |     |  |     |

**I. Catalog Description**

Discusses the behavior and legal approaches to the management of human resources in organizations. Includes topics on how to handle international human resources. **(3:0)**.

**II. Course Objectives**

Upon satisfactory completion of this course, the student will be able to:

- A. Identify the history of modern human resources management, recall emerging concepts on human behavior in organizations, cite major EEO legislation and discuss implementation techniques.
- B. Identify leadership patterns, the concepts of organizations and the purpose behind organizational objectives.
- C. Identify the process of job designs, job descriptions, performance standards, and work rules.
- D. Identify the process of manpower planning, recruitment and selection.
- E. Identify the techniques used in employee counseling and disciplining.
- F. Identify the appraisal, and training and development process.
- G. Identify the process of administrating wages, salaries, and benefits.
- H. Identify various types of incentives, and incentive plans.
- I. Identify the objectives of labor relations, unionization, negotiations, arbitration, and the collective bargaining process.
- J. Identify employee health and safety obligations and application of human resource information systems.
- K. Identify various methods of motivating and communicating with the human resources of the organization.

**III. THECB Learning Outcomes (WECM)**

- 1. Describe and explain the development of human resources management.
- 2. Evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation.
- 3. Discuss management's ethical, social, and legal responsibilities.
- 4. Assess methods of compensation and benefits planning.
- 5. Analyze the role of strategic human resource planning in support of organizational mission and objectives.

#### **IV. Evaluation**

Students will have five major examinations during the semester.

The semester grade will be determined by averaging the tests, attendance/participation, and projects per the following point value.

**Grade scale** for this course:

A = 630 – 700 pts.

B = 560 – 629 pts.

C = 490 – 559 pts.

D = 420 – 489 pts.

F = 0 - 419 pts.

#### **V. Disability Statement (American with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024)

#### **VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.