

# 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>	<u><b>3        3        :</b></u> <b>Credits    Lec        Lab</b>

### 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.