

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Business Management</u>
COURSE RUBRIC AND NUMBER	<u>HRPO 2301</u>
COURSE TITLE	<u>Human Resources Management</u>
COURSE CREDIT HOURS	<u>3 3 : 0</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 (Americans 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.