



**TRINITY VALLEY COMMUNITY COLLEGE
ADMINISTRATIVE-MASTER SYLLABUS**

Course Title:

Human Resources Management

Course Prefix and Number:

HRPO 2301

Department – Division:

Business and Computer Science Division

Course Type – select from one of the following categories.

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

Semester Credit Hours: Lecture Hours: Lab/other hours

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. *If other, please specify: _____

Course Catalog Description

This course includes the study of personnel policies and administration, education, training, job classification and analysis, labor supply, employment and testing, hours of work, labor union relations, and employee safety and health problems.

Prerequisites/co requisites

None

Topical Outline

- 1. Changing Nature of Human Resources Management**
- 2. Organizational/Individual Relations and Retention**
- 3. Equal Employment**
- 4. Staffing**
- 5. Training and Developing Human Resources**
- 6. Performance Management and Appraisal**
- 7. Compensating Strategies and Practices**
- 8. Variable Pay and Benefits**
- 9. Employee Relations**
- 10. Labor Relations**

Course Learning Outcomes

- 1. Describe and explain the development of human resources management**
- 2. Evaluate current methods of job analysis, recruitment and selection**
- 3. Evaluate current methods of training/development, performance appraisal, promotion, and separation**
- 4. Discuss management's ethical, socially responsible, and legally required actions**
- 5. Assess methods of compensation and benefits planning**
- 6. Examine the role of strategic human resource planning in support of organizational mission and objectives**

Relationship to General Education Outcomes – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with an "X"	General Education Outcome
	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
X	E. To understand and appreciate cultural and ethnic diversity.
	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
X	J. To develop skills and strategies to become an engaged learner.

Required Text(s)

Human Resource Management, Essential Perspectives, 4th Edition: Mathis & Jackson; Thomson South-Western 2007.

Applications in Human Resource Management, 6th Edition: Nkomo, Stella M., Fottler and McAfee; Thompson-South-Western 2008.

Optional Text(s)

none

Material/Technology to be supplied by the student.

Internet tools will be utilized in the completion of this course.

Course Requirements/Grading System – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

METHODS OF INSTRUCTION: Instruction will be by lecture/computer application/demonstration/discussion, with emphasis on student- teacher interaction.

METHODS OF EVALUATION:

The evaluation process will consist of three tests which will constitute fifty percent (50%) of the grade; homework assignments, class attendance and participation will account for thirty percent (30%) of the grade and the final exam project will account for twenty percent (20%).

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date