

## Course Information

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|--------------------------------------|--|
| <b>Course Title</b>                  | Human Resource Management in the Public Sector   |
| <b>Course Prefix, Num. and Title</b> | PBAD 2339 Human Resource Management in the Public Sector   |
| <b>Division</b>                      | Technology & Business  |
| <b>Department</b>                    | Business Office Technology   |
| <b>Course Type</b>                   | WECM Course  |
| <b>Course Catalog Description</b>    | Examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees. |
| <b>Pre-Requisites</b>                | None   |
| <b>Co-Requisites</b>                 | None   |

## Semester Credit Hours

|  |       |
|--|-------|
| <b>Total Semester Credit Hours (SCH): Lecture Hours:</b> | 3:3:0 |
| <b>Lab/Other Hours</b>                                   |       |
| <b>Equated Pay Hours</b>                                 | 3     |
| <b>Lab/Other Hours Breakdown: Lab Hours</b>              | 0     |
| <b>Lab/Other Hours Breakdown: Clinical Hours</b>         | 0     |
| <b>Lab/Other Hours Breakdown: Practicum Hours</b>        | 0     |
| <b>Other Hours Breakdown</b>                             | 0     |

## Approval Signatures

| <b>Title</b>            | <b>Signature</b> | <b>Date</b> |
|-------------------------|------------------|-------------|
| <b>Prepared by:</b>     |                  |             |
| <b>Department Head:</b> |                  |             |
| <b>Division Chair:</b>  |                  |             |
| <b>Dean/VPI:</b>        |                  |             |
| <b>Approved by CIR:</b> |                  |             |

## Additional Course Information

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

- I. Managing human resources today
- II. Managing equal opportunity and diversity
- III. Job analysis and talent management
- IV. Personnel planning and recruiting
- V. Selecting employees
- VI. Training and developing employees
- VII. Performance management and appraisal
- VIII. Developing compensation plans
- IX. Pay for performance and employee benefits
- X. Ethics, employee relations, and fair treatment at work
- XI. Working with unions and resolving disputes

### Course Learning Outcomes:

**Learning Outcomes – Upon successful completion of this course, students will:**

Explain the staffing process in the public sector; identify the labor laws and regulations that impact human resource management; and demonstrate the ability to conduct effective interview, evaluation, and other employee sessions.

**Methods of Assessment:**

- Unit Exams
- Comprehensive Final Exam
- Chapter Tests
- Assignments

### Required text(s), optional text(s) and/or materials to be supplied by the student:

The most recent edition of Dessler, Gary. Fundamentals of Human Resource Management, Pearson, Prentice Hall.

### Suggested Course Maximum:

30

### List any specific or physical requirements beyond a typical classroom required to teach the course.

None. This class is only taught on-line.

**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

- 50% Unit Exams
- 10% Comprehensive Final Exam
- 15% Chapter Tests
- 25% Assignments

The following grading scale will be used to determine grades for the class.

- If your score is Your grade is
- 90% up to 100% A
- 80% up to 89% B
- 70% up to 79% C

60% up to 69% D

59% or below F

### Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
  - Critical Thinking
  - Communication
  - Empirical & Quantitative Skills
  - Teamwork
  - Social Responsibility
  - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist