



**Purpose:** It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

**Course Title – Human Resource Management**

**Course Prefix and Number – PBAD 2339**

**Department – Business and Office Administration**

**Division - Technology and Business**

**Course Type:** (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)  
 Academic WCJC Core Course  
 WECM course (This course is a Special Topics or Unique Needs Course: Y  or N )

**Semester Credit Hours # : Lecture hours# : Lab/other hours #      3:3:0**

**Equated Pay hours for course – 3**

**Course Catalog Description -** 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.

**Prerequisites/Corequisites -** THEA reading requirements met.

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list)

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

Prepared by Mary Wilson	Signature <i>Mary Wilson</i>	Date 9/09
Program Director Mary Wilson	Signature <i>Mary Wilson</i>	Date 9/09
Division Chair Stephanie Dees	Signature <i>Stephanie Dees</i>	Date 9/09
Dean of Vocational Instruction	Signature <i>Luc</i>	Date 9/24/09



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

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

- ◆ List important issues influencing HR management.
- ◆ Explain the basic defenses against discrimination allegations.
- ◆ Explain how employers create competitive advantage through human resource management.
- ◆ Describe the basic methods of collecting job analysis information.
- ◆ Discuss four basic types of personnel tests.
- ◆ Describe the basic training process.
- ◆ Explain the process of performance appraisal.
- ◆ Describe the basic benefits most employers might be expected to offer.
- ◆ Discuss important factors that shape ethical behavior at work.
- ◆ Briefly describe the history and structure of the U.S. union movement.
- ◆ Discuss major health problems at work and how to remedy them.

**II. Course Learning Outcomes**

Course Learning Outcome	Method of Assessment
The student will describe basic human resource responsibilities.	At least 90% of students will correctly answer at least 70% of the questions on a comprehensive written exam.

**III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.**

Dessler, Gary. *Fundamentals of Human Resource Management*, 1<sup>st</sup> edition, Pearson, Prentice Hall, 2009. ISBN: 978-0-13-605050-6.

<http://www.pearsonhighered.com/educator/academic/product/0.3110.0136050506.00.html>

**IV. Suggested Course Maximum – 30**

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

None. This class is only taught on-line in the spring semester.

**VI. 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 (4)
10%	Comprehensive Final Exam (Ch 1-11)
15%	Chapter Tests (11)
25%	Assignments (11)

**Reading Assignments**

Ch 1: Managing Human Resources Today

Assignment 1

Ch 2: Managing Equal Opportunity and Diversity

Assignment 2

Ch 3: Mergers, Acquisitions, and Strategic Human Resource Management

Assignment 3

**Unit Test 1 (Ch 1-3)**

Ch 4: Personnel Planning and Recruiting

Assignment 4

Ch 5: Selecting Employees

Assignment 5

Ch 6: Training and Developing Employees

Assignment 6

**Unit Test 2 (4-6)**

Ch 7: Performance Management and Appraisal

Assignment 7

Ch 8: Compensating Employees

Assignment 8

**Unit Test 3 (Ch 7-8)**

Ch 9: Ethics, Employee Rights, and Fair Treatment at Work

Assignment 9

Ch 10: Working with Unions and Resolving Disputes

Assignment 10

Ch 11: Improving Occupational Safety, Health, and Security

Assignment 11

**Unit test 4 (Ch 9-11)**

**Comprehensive Final Exam (Ch 1-11)**

**VII. Curriculum Checklist**

- **Academic General Education Course** (from ACGM – but not in WCJC Core)  
No additional documentation needed

- **Academic WCJC Core Course**  
Attach the Core Curriculum Checklist, including the following:
- Basic Intellectual Competencies
  - Perspectives
  - Exemplary Educational Objectives

- **WECM Courses**  
Attach the following:
- Program SCANS Matrix
  - Course SCANS Competencies Checklist