Human Resources Management  
HRPO 2301  
Winter 2016

Professor: Alex Diaz  
Email: adiaz@dcccd.edu  
Office Phone Number: (214) 860-8848  
Office Number: W-208  
Office Hours: TBA  
Meeting Days & Time: Online Course

Room Number: N/A  
Credit Hours: 3  
Division: Career Tech Education Division  
Division Office Hours: 8:00 am – 6:00 pm  
Division Office Phone: (214) 860-8848  
Division Office Location: W-210

Course Description: Behavioral and legal approaches to the management of human resources in organizations.

Course Pre-requisites: None

Course Materials/Supplies Needed  

Statement of Workplace and Foundation (SCANS) Competencies: Mountain View College is committed to preparing you with the knowledge and skills that you need to succeed in today's dynamic work environment. Toward this goal, the following workplace competencies and foundation skills have been integrated into this course:

Workplace Competencies
- Manage Resources: time
- Exhibit Interpersonal Skills: teach others, and negotiate with others
- Work with Information: acquire and evaluate data, organize information, and interpret and communicate data
- Apply Systems Knowledge: work within social systems, work within organizational systems, and monitor and correct system performance

Foundation Skills
- Demonstrate Basic Skills: reading, writing, and listening
- Demonstrate Thinking Skills: creative thinking, decision making, problem solving, and thinking logically
- Exhibit Personal Qualities: individual responsibility, and self-management

Student Learning Outcomes
Upon the successful completion of this course, you should be able to:
- Describe and explain the development of human resources management.
- Evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation.
- Discuss management's ethical, social, and legal responsibilities.
- Assess methods of compensation and benefits planning.
- Analyze the role of strategic human resource planning in support of organizational mission and objectives.
Course Outline:
The topical outline is designed to give the student a clear summary of the subject matter to be covered in the course. It should not be implied that equal emphasis and time will be allotted to each topic. The topics included in MRKG 1311 are:

**Section One: The Human Resource Environment**
Chapter 1: Managing Human Resources  
Chapter 2: Trends in Human Resource Management  
Chapter 3: Providing Equal Employment Opportunity and a Safe Workplace  
Chapter 4: Analyzing Work and Designing Jobs

**Section Two: Acquiring and Preparing Human Resources**
Chapter 5: Planning for and Recruiting Human Resources  
Chapter 6: Selecting Employees and Placing Them in Jobs  
Chapter 7: Training Employees

**Section Three: Assessing Performance and Developing Employees**
Chapter 8: Managing Employees’ Performance  
Chapter 9: Developing Employees for Future Success  
Chapter 10: Separating and Retaining Employees

**Section Four: Compensating Human Resources**
Chapter 11: Establishing a Pay Structure  
Chapter 12: Recognizing Employee Contributions with Pay  
Chapter 13: Providing Employee Benefits

**Section Five: Meeting Other HR Goals**
Chapter 14: Collective Bargaining and Labor Relations  
Chapter 15: Managing Human Resources Globally  
Chapter 16: Creating and Maintaining High-Performance Organizations

**Evaluation Procedures:**
The evaluation system will be based on grades earned through the examinations and all other assignments. The weight of assignments is as follows:

- Exams – 50%  
- Critical Thinking – 40%  
- Discussion/Quizzes – 10%

**Grading Scale:**
The grading scale is:

- A (90% +)  
- B (80-89%)  
- C (70-79%)  
- D (60-69%)  
- F (59% & below)

**Certification Procedures:**
For state reporting purposes, this lecture course will capture attendance data. The student must log onto eCampus and access the course content to meet certification requirements. During the fall and spring terms the state reporting date is the 12th class day, and during the summer terms, the date is the fourth class day. **December 23, 2015.**

If you find that you are unable to complete the course, it is your responsibility to withdraw. The last day to drop with a grade of “W” is **January 5, 2016.**

Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture
course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

**Late Work Policy:**
Late work not accepted. The only exception is a medically documented emergency.

**Makeup Exam Policy:**
Late work not accepted. The only exception is a medically documented emergency.

**College Sponsored Events:**
It is your responsibility to arrange for course responsibilities one week prior to the event. Failure to do so will result in zero credit for any missed assignments.

**Electronic Devices:** (N/A for Online Instruction)
Silent all electronic devices (telephones) during class. You must exit the room to answer any calls. If your calls become an interruption to the class, I reserve the right to dismiss you from the classroom.

**Academic Dishonesty:**
Students that caught plagiarizing an assignment will be subject to an “F” in the course and possible expulsion from the college.

*Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at https://www1.dcccd.edu/catalog/ss/code.cfm.*

**Institution Policies:** Please visit [http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf](http://www.mountainviewcollege.edu/Academics/Documents/Institutional%20Policies.pdf) for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operation Plan and Contingency Plan).