I. COURSE DESCRIPTION:
HRPO 2301 focuses on behavioral and legal approaches to the management of human resources in organizations.

II. COURSE PREREQUISITES:
No prerequisites required.

III. REQUIRED / RECOMMENDED COURSE MATERIALS:

IV. COURSE OBJECTIVES:
- Have a complete understanding of the different laws associated with the Human Resources Field such as Title VII.
- Be able to make decisions on certain HR policies such as affirmative action.
- List the 6 basic steps in the strategic management process and be able to apply this when formulating HR strategies.
- Identify the 7 steps in a strategy-oriented HR system and use this to develop an HR scorecard.
- Define job analysis and use the four basic techniques to gather job analysis data.
- Explain the concept of dejobbing and be able to identify when such a concept should be applied in their organization.
- Demonstrate an understanding of competency-based analysis.
- Develop personnel plans that incorporate the forecasting methods.
- Utilize techniques for screening and selecting job candidates and apply these techniques in the workplace.
- Differentiate between validity and reliability.
- Identify the basic types of interviews.
- List the 5 steps in the interview.
- List the 5 steps in the training process and demonstrate their knowledge of this by being able to create a mock training plan.
- Compare and contrast on the job training techniques and off the job training techniques.
- Define performance appraisal and effectively implement performance management techniques.
- Solve performance appraisal problems.
- Demonstrate an understanding of career planning by creating career development programs for employees.
- Create a system of establishing pay rates using the 5 step process.
- Identify the 5 steps in the job evaluation process.
• Compare and contrast the 6 types of incentive plans
• Implement a benefit package using the 4 basic types of benefits.
• Define the term ethics and apply it to decision making in the workplace
• Be prepared to handle disciplinary actions when in an HR role including dismissals.
• Discuss the different Acts that have affected the union system.
• Demonstrate an ability to resolve certain issues including impasses.
• Identify the purpose of OSHA and apply this to safety regulations and policies in the workplace
  Show an understanding of the globalization process and the effects on the business world

V. LEARNING OUTCOMES:
• Display a working knowledge of Human Resource Law
• Conduct a job analysis
• Create a job description
• Conduct interviews and testing for the hiring process
• Demonstrate an ability to conduct a performance evaluation and create a performance management plan
• Develop a benefits structure
• Determine safety issues within a company
• Effectively terminate an employee

VI. COURSE OUTLINE:

Week 1: 12/11/17 - 12/17/17
Intro to H.R.
H.R. Laws
Job Analysis & Job Descriptions
HR Planning and Recruiting
Interviewing and Testing
Introductory post due
Discussion Question 1 (DQ1) Due Day 7
Individual Assignment 1 Due: Day 6

Week 2: 12/18/17 - 12/24/17
Performance Appraisal and Performance Management
Motivating Employees
Establishing Pay grades
Discussion Question 2 (DQ2) Due Day 7
Individual Assignment 2 Due: Day 6
Discussion Question 3 (DQ3) Due Day 7
Exam 1

Week 3: 12/25/17 - 12/31/17
No class participation required

Week 4: 01/01/18 - 01/05/18
Benefits
Safety in the workplace
Unions and Labor Relations
Termination Tactics
Individual Assignment 3 Due: 01/04
Individual Paper Due: 01/03
Learning Journal Due: 01/05
Final Exam: Due 01/05
VII. EVALUATION PROCEDURES:

Your final course grade will be based on the following:

- **Introduction Posting**: Worth 25 points
- **Discussion Questions**: 3 DQ’s. Worth 25 points each for a total of 75 points.
- **Learning Journal** Based on 7 weeks for a total of 25 points
- **Individual Exercises** Worth 25 points each for a total of 75 points.
- **Semester Exams**: A total of 100 points
- **Individual Paper**: A total of 100 points
- **Final Exam**: Worth 100 points

TOTAL: 500 POINTS

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<thead>
<tr>
<th>WEEK</th>
<th>ASSIGNMENT</th>
<th>TOTAL POINTS</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introductory Post</td>
<td>25</td>
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<td></td>
<td>Discussion Questions</td>
<td>75</td>
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<td>Individual Exercises</td>
<td>75</td>
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<td>Week 2</td>
<td>1 Semester Exams</td>
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<td>Weeks 2-4</td>
<td>Learning Journal</td>
<td>25</td>
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<td>Week: 4</td>
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<td>Week 4</td>
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<td>TOTAL</td>
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VIII. EXAMS AND ASSIGNMENTS:

**DESCRIPTION OF ASSIGNMENTS**

**Individual Paper:**
This paper should be a minimum of 8 pages, typed and double spaced but not exceeding 10 pages. This does not include the title page and the reference page. Due 11:59pm CST 01/03

**Guidelines:**
- Locate 3-4 articles on recent health care reform Act by President Obama and the proposed changes by President Trump. These articles should be obtained from journals in the library. They can also be reference articles online. Wikipedia data and citations will not be accepted.
- Using these article discuss the issue with the health care crisis and your understanding of health care reform.
- Discuss what impact you feel the new health care guidelines may have on an HR department. Will this cost the company more money? Will it act as a bigger motivating factor for employees?
- Discuss the possible impact of health care reform will have on salaries and benefits that companies are able to offer their employees.

**Suggestions for sections/ headings:**

I. Introduction
   This section can include an overview of the health care reform.

II. Articles on Health Care Reform
   This section can discuss the 3-4 articles that you are using. Be sure to include a summary of each article with clear headings.

III. Your understanding of what the Health Care Reform Act entails vs. the Proposed changes by President Trump
   This section should discuss your understanding of the health care reform.

IV. How will the health care reform impact HR?
   This is an opinion section. You will need to discuss how the health care reform will impact HR in terms of how many people a company can hire, potential salaries and benefits.

V. Conclusion
You may structure your paper different from the suggested headings above, however all the relevant information included above must be included in your final paper.

**Individual Exercises:**
These will be short assignments assigned on a weekly basis per the class schedule in the syllabus. These assignments are to be submitted using the link below each assignment on the “Assignments” tab in ecampus.

**IX. GRADING SCALE:**

<table>
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<tbody>
<tr>
<td>450-500</td>
<td>A</td>
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<tr>
<td>400-449</td>
<td>B</td>
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<tr>
<td>350-399</td>
<td>C</td>
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<tr>
<td>300-349</td>
<td>D</td>
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<tr>
<td>299 and below</td>
<td>F</td>
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**X. CLASSROOM POLICIES:**
In this online classroom, students will be expected to be respectful of other student’s suggestions and comments. Cheating will be grounds for dismissal from this class permanently and will result in a grade of “F” - failure. Cheating is defined as any act resulting in the copying of another student’s work. Students are not allowed to collaborate on exams. Plagiarism will result in the decrease of a letter grade. Plagiarism is defined as a students’ use of unoriginal content without appropriate citations. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and collusion. No late assignments or exams will be accepted. If there are extenuating circumstances that will lead to a late submission, the student must email me prior to the due date of the assignment or exam. Exams will not be allowed to be submitted late. It is the student’s responsibility to check the gradebook periodically to determine if there are grades missing and then email the instructor. Extenuating circumstances are defined as a family emergency, illness or death of a family member. Work is not considered an extenuating circumstance. Under no circumstances will late discussion questions be accepted.

**XI. ATTENDANCE POLICIES:**
Assignments missed will not be allowed to be made up unless there were extenuating circumstances. Extenuating circumstances are defined as those out of the student’s control and incidents in which the student has no other alternative such as death of an immediate family member and hospitalization. The student is required to notify me within 48 hours in the event of such occurrences and additional documentation regarding the occurrence may be required.

**XII. INSTITUTION POLICIES:** Refer to the Richland College website: [www.richlandcollege.edu](http://www.richlandcollege.edu) or to [www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf](http://www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf)

**XIII. QEP: Learning to Learn: Developing Learning Power**
“Richland’s Quality Enhancement Plan (QEP) aims to provide techniques, practices, and tools to help students develop the habits and dispositions needed to be effective lifelong learners. The goal is to help students succeed in college and in life.