



Managing Human Resources
HRD 345
Southwestern College Professional Studies

COURSE SYLLABUS

I. Course Catalog Description

This course introduces learners to human resources management, including human resources functions and the relationship between human resources and business strategy. Learners will explore staffing and employment functions; training and development, and performance evaluations; the strategic importance of compensation and benefits and labor relations; and legal issues that arise in various human resources functions.

II. Required and Supplementary Instructional Materials

Martocchio, J., J., (2016). *Human Resource Management*, 14th e, Pearson

III. Learning Outcomes

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each program of study that are in line with the institutional outcomes of critical thinking, ethical reasoning, leadership, communication, and career preparation. Course outcomes support program outcomes and are listed below.

Upon successfully completing this course, the learner will be able to:

1. Describe the integration of human resources into an organization's overall business strategy.
2. Use the principles of learning to design, develop, deliver, and evaluate employee training and development programs.
3. Evaluate staffing, employment, employee performance appraisal, compensation, and benefits management methods in organizations.
4. Analyze employee rights, labor relations, and the legal risks and requirements related to equal protection and safety in an organization.

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

IV. Course Policies

Students are expected to read and abide by the course policies located in the instructor-specific syllabus in the blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Discussions	8	400	30%
Essays	8	400	30%
Quizzes	2	100	6%
Final Exam	1	100	7%
Research Paper	1	150	10%
Mastery Activity – PowerPoint Presentation	1	150	10%

Requirements	Number of Assignments	Points Possible	Percent of Grade
Disciplinary Action Warning	1	100	7%
Total Points		1400	100%

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> Read chapters 1 – 3 Review Sexual Harassment in the Workplace Defined 	<ul style="list-style-type: none"> Unit 1.1 Discussion Unit 1.2 Discussion Unit 1 Essay Unit 1 Quiz
2	<ul style="list-style-type: none"> Read chapters 4 – 6 Review Recruitment Process 	<ul style="list-style-type: none"> Unit 2.1 Discussion Unit 2.2 Discussion Unit 2.1 Essay Unit 2.2 Essay
3	<ul style="list-style-type: none"> Read chapters 7 – 8 Watch How to do Effective Performance Appraisals 	<ul style="list-style-type: none"> Unit 3 Discussion Unit 3 Essay Unit 3 Research Paper
4	<ul style="list-style-type: none"> Read chapters 9 – 10 Review Types of Retirement Plans 	<ul style="list-style-type: none"> Unit 4 Discussion Unit 4.1 Essay Unit 4.2 Essay
5	<ul style="list-style-type: none"> Read chapters 11 – 13 Review Progressive Disciplinary Action 	<ul style="list-style-type: none"> Unit 5 Discussion Unit 5 Essay Unit 5 Disciplinary Action Warning Unit 5 Quiz
6	<ul style="list-style-type: none"> Read chapter 14 Review Employee Relations 	<ul style="list-style-type: none"> Unit 6 Discussion Unit 6 Essay Unit 6 Mastery Activity – PowerPoint Presentation Unit 6 Final Exam

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.