

PROFESSOR:

PHONE NUMBER:

OFFICE LOCATION:

E-MAIL:

OFFICE HOURS:

SEMESTER:

I. COURSE NUMBER AND TITLE, CATALOG DESCRIPTION, CREDITS:

MAN 3301 HUMAN RESOURCES MANAGEMENT (3 CREDITS)

This course analyzes modern methods and theories in human resources management personnel administration. Topics include: recruitment, promotion, performance evaluation, dismissal, and training. Staffing strategy, benefits and relevant regulation are also covered.

II. PREREQUISITES FOR THIS COURSE:

Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic dean.

CO-REQUISITES FOR THIS COURSE:

None

III. GENERAL COURSE INFORMATION: Topic Outline.

- HRM in a Dynamic Environment
- Employee/Employer Rights, EEO, OSHA
- Staffing
- Developing and Training Employees
- Evaluating Performance
- Organizational Design
- Employee Benefits and Rewards
- Employee Relations

IV. ALL COURSES AT FLORIDA SOUTHWESTERN STATE COLLEGE CONTRIBUTE TO THE GENERAL EDUCATION PROGRAM BY MEETING ONE OR MORE OF THE FOLLOWING GENERAL EDUCATION COMPETENCIES:

Communicate clearly in a variety of modes and media.

Research and examine academic and non-academic information, resources, and evidence.

Evaluate and utilize mathematical principles, technology, scientific and quantitative data.

Analyze and create individual and collaborative works of art, literature, and performance.

Think critically about questions to yield meaning and value.

Investigate and engage in the transdisciplinary applications of research, learning, and knowledge.

Visualize and engage the world from different historical, social, religious, and cultural approaches.

Engage meanings of active citizenship in one's community, nation, and the world.

A. General Education Competencies and Course Outcomes

1. Listed here are the course outcomes/objectives assessed in this course which play an integral part in contributing to the student's general education along with the general education competency it supports.

General Education Competency: **Think**

Course Outcomes or Objectives Supporting the General Education Competency Selected:

- Identify laws relevant to avoiding discrimination in human resources management and how to develop and support a diverse workplace.

B. Other Course Objectives/Standards

- Discuss the importance and role of human resources management.
- Describe the processes of job analysis, job design, and employment forecasting.
- Discuss people analytics and human capital trends.
- Assess various recruitment and selection strategies, processes, and laws.
- Discuss various compensation and benefit plans and their effectiveness for job satisfaction.
- Discuss the rights and responsibilities of employees and their employers.

V. DISTRICT-WIDE POLICIES:

PROGRAMS FOR STUDENTS WITH DISABILITIES

Florida SouthWestern State College, in accordance with the Americans with Disabilities Act and the College's guiding principles, offers students with documented disabilities programs to equalize access to the educational process. Students needing to request an accommodation in this class due to a disability, or who suspect that their academic performance is affected by a disability should contact the Office of Adaptive Services at the nearest campus. The office locations and telephone numbers for the Office of Adaptive Services at each campus can be found at <http://www.fsw.edu/adaptiveservices>.

REPORTING TITLE IX VIOLATIONS

Florida SouthWestern State College, in accordance with Title IX and the Violence Against Women Act, has established a set of procedures for reporting and investigating Title IX violations including sexual misconduct. Students who need to report an incident or need to receive support regarding an incident should contact the Equity Officer at equity@fsw.edu. Incoming students are encouraged to participate in the Sexual Violence Prevention training offered online. Additional information and resources can be found on the College's website at <http://www.fsw.edu/sexualassault>.

VI. REQUIREMENTS FOR THE STUDENTS:

List specific course assessments such as class participation, tests, homework assignments, make-up procedures, etc.

VII. ATTENDANCE POLICY:

The professor's specific policy concerning absence. (The College policy on attendance is in the Catalog, and defers to the professor.)

VIII. GRADING POLICY:

Include numerical ranges for letter grades; the following is a range commonly used by many faculty:

90 - 100	=	A
80 - 89	=	B
70 - 79	=	C
60 - 69	=	D
Below 60	=	F

(Note: The "incomplete" grade ["I"] should be given only when unusual circumstances warrant. An "incomplete" is not a substitute for a "D," "F," or "W." Refer to the policy on "incomplete grades.")

IX. REQUIRED COURSE MATERIALS:

(In correct bibliographic format.)

X. RESERVED MATERIALS FOR THE COURSE:

Other special learning resources.

XI. CLASS SCHEDULE:

This section includes assignments for each class meeting or unit, along with scheduled Library activities and other scheduled support, including scheduled tests.

XII. ANY OTHER INFORMATION OR CLASS PROCEDURES OR POLICIES:

(Which would be useful to the students in the class.)