

HUMAN RESOURCES MANG (HRPO)

HRPO 1280

Human Resources COOP

CRT HRS:2 LEC HRS:1 LAB HRS:0 OTH HRS:10

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

Prerequisite: Approval of Internship Coordinator.

HRPO 1302

Human Resources Training and Development

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides an overview of the human resource development function specifically concentrating on the training and development component. Topics include training as related to organizational missions and goals: budgeting, assessment, design, delivery, evaluation, and justification of training, including distance and virtual education.

Prerequisite: None.

HRPO 1305

Management and Labor Relations

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers the development and structure of the labor movement including labor legislation, collective bargaining, societal impact, labor/management relationships, and international aspects.

Prerequisite: None.

HRPO 1311

Human Relations

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course provides practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.

Prerequisite: None.

HRPO 2288

Internship - Human Resources Management

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:6

This is a work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the College and the employer.

Prerequisite: Approval of Internship Coordinator.

HRPO 2301

Human Resources Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course covers behavioral and legal approaches to the management of human resources in organizations are studied in this course.

Prerequisite: None.

HRPO 2303

Employment Practices

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is a study of employment issues including techniques for human resource forecasting, selection, and placement including interview techniques, pre-employment testing, and other predictors. Topics include recruitment methods, the selection process, Equal Employment Opportunity (EEO), EEO record keeping and Affirmative Action Plans.

Prerequisite: None.

HRPO 2304

Employee Relations

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an examination of employee relations, policies, practices, and issues required to build strong employee relations. Topics include communications, employee conduct rules, performance appraisal methods, Title VII, Federal Medical Leave Act, Fair Labor Standards Act, and Americans with Disabilities Act updates.

Prerequisite: HRPO 1305.

HRPO 2305

Human Resources Information Systems

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an introduction to Human Resource Information Systems (HRIS).

Prerequisite: None.

HRPO 2306

Benefits and Compensation

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of employee compensation systems. Topics include compensation systems, direct and indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for effectiveness, legal and regulatory issues, pay equity, job analysis affecting job compensation and competencies.

Prerequisite: None.

HRPO 2307

Organizational Behavior

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course includes the analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts and the integration of interdisciplinary concepts from the behavioral sciences.

Prerequisite: HRPO 2301.

HRPO 2371

Human Resources Laws

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course includes an in depth view of laws and legal issues related to employment practices.

Prerequisite: HRPO 2301, HRPO 2303.

HRPO 2372

Risk Management

CRT HRS:3 LEC HRS:3 LAB HRS:0 OTH HRS:0

This course is an overview of issues related to identification, assessment and prioritization of risks in the workplace.

Prerequisite: HRPO 2301, HRPO 2303.