



Organizational Behavior - HRPO 2303
COURSE MASTER SYLLABUS
MANAGEMENT DEPARTMENT

CIP CODE AREA: 52.1001

COURSE LEVEL: Intermediate

COURSE NUMBER: 2303

COURSE TITLE: Employment Practices

CREDIT HOURS: 3 credit hours

PREREQUISITE: None

METHOD OF PRESENTATION: Lecture / discussions

COURSE DESCRIPTION: 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 recordkeeping, and Affirmative Action Plans.

SCANS (SECRETARY'S COMMISSION ON ACHIEVING NECESSARY SKILLS):

Course SCANS Competencies for:

Course name: Organizational Behavior Course number: HRPO 2307

Please go to <http://phred.dcccd.edu/~ttg/syllabi/scans.htm> for a complete definition and explanation of SCANS. This list summarizes the SCANS competencies addressed in this particular course.

RESOURCES None for this course	INTERPERSONAL 2.4 Exercises Leadership 2.5 Negotiates to arrive at a decision 2.6 Works with cultural diversity	INFORMATION 3.1 Acquires and And evaluates information 3.2 organizes and maintains information	SYSTEMS 4.1 Understands systems 4.2 Monitors and Corrects Performance 4.3 Improves and designs systems
TECHNOLOGY None for this course	BASIC SKILLS 6.1 Reading 6.2 Writing 6.5 Listening	THINKING SKILLS 7.1 Creative thinking 7.2 Decision Making 7.3 Problem Solving 7.5 Knowing how to learn 7.6 Reasoning	PERSONAL QUALITIES 8.1 Responsibility 8.3 Sociability 8.5 Integrity/Honesty

INSTRUCTIONAL METHODOLOGY: See specific instructor's syllabus

COURSE RATIONALE:

COMMON COURSE LEARNING OBJECTIVES/OUTCOMES

- Identify key legislation affecting the employment functions of human resource management;
- Establish a recruitment plan;
- define job requisitions by matching skills to needed competencies;

- develop an employment policy related to recruitment and selection; and develop selection tools.

(See specific instructor's syllabus for additional knowledge and skills based objectives)

Policies

Freedom of Expression - Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

Academic Integrity - Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group classroom presentations or homework ([Student Handbook](#)).

Incomplete Grades - Incomplete grades will be given in rare circumstances. Generally, to receive an "Incomplete", requests must be made after the last day to withdraw, and before the end of the semester in which the request is being made. The student must be making satisfactory progress, and have a personal circumstance which prevents course completion.

Student Discipline - Classroom behavior should support and enhance learning. Behaviors disrupting the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found in the [Student Handbook](#).

Scholastic Dishonest - Acts prohibited by the College for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to test, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.

Students with Disabilities - "Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the [Office for Students with Disabilities](#) on the campus where they expect to take the majority of their classes".

Third Attempt/ Rule of Three - "Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an additional \$60 per credit hour unless exempted. Click [Third Attempt](#) for additional information.

Rule of Six - Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses and allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses.

Withdrawal - It is the student's responsibility to withdraw from a course. Students may withdraw from a course. Students who fail to officially withdraw from a course are at risk of receiving an "F". Instructors may withdraw students who are not making satisfactory progress but students must not rely on their instructor to withdraw them if they wish to withdraw.

Attendance Policy: Students are expected to attend classes and will be responsible for work covered in class during their absence. Regular attendance helps ensure satisfactory progress toward course completion