



Administrative Master Syllabus

Course Information

Course Title	Human Resource Management in the Public Sector
Course Prefix, Num. and Title	PBAD 2339 Human Resource Management in the Public Sector
Division	Technology and Business
Department	Business Office Technology
Course Type	WECM Course
Course Catalog Description	Examination of human resource management in the public sector with an emphasis on civil service, merit systems, and labor law. Topics include recruiting, selecting, training, compensating, and appraising employees.
Pre-Requisites	None
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours:	3:3:0
Lab/Other Hours	
Equated Pay Hours	3
Lab/Other Hours Breakdown: Lab Hours	0
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Division Chair:	David Kucera, Technology & Business Division Chair	03-30-2023



Additional Course Information

Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Managing human resources today
2. Managing equal opportunity and diversity
3. Job analysis and talent management
4. Personnel planning and recruiting
5. Selecting employees
6. Training and developing employees
7. Performance management and appraisal
8. Developing compensation plans
9. Pay for performance and employee benefits
10. Ethics, employee relations, and fair treatment at work
11. Working with unions and resolving disputes

Course Learning Outcomes:

Learning Outcomes – Upon successful completion of this course, students will:

Explain the staffing process in the public sector; identify the labor laws and regulations that impact human resource management; and demonstrate the ability to conduct effective interview, evaluation, and other employee sessions.

Methods of Assessment:

Unit Exams
Comprehensive Final Exam
Chapter Tests
Assignments

Required text(s), optional text(s) and/or materials to be supplied by the student:

Human Resources textbook.

Suggested Course Maximum:

30

List any specific or physical requirements beyond a typical classroom required to teach the course.

None. This class is only taught on-line.



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Course Requirements/Grading System: Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

- 50% Unit Exams
- 10% Comprehensive Final Exam
- 15% Chapter Tests
- 25% Assignments

The following grading scale will be used to determine grades for the class.

If your score is Your grade is:

- 90% up to 100% A
- 80% up to 89% B
- 70% up to 79% C
- 60% up to 69% D
- 59% or below F

Curriculum Checklist:

- Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.
- Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms
 - Critical Thinking
 - Communication
 - Empirical & Quantitative Skills
 - Teamwork
 - Social Responsibility
 - Personal Responsibility
- WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist