

Collin College - Continuing Education COURSE SYLLABUS

COURSE INFORMATION

Course Number: HRES 7395

Course Title: Employment Practices and Processes

Course Description: This introductory course to the HR Management Certificate Series will explore current changes in the workplace and employee/employer expectations, current recruitment and retention issues, the changing nature of the work environment and diversity through globalization, as well as the "longing for belonging" - connecting people to the organization.

Suggested Course Prerequisite(s): N/A

Course Resources: N/A

Student Learning Outcomes:

1. Understand the impact of globalization on human resources
2. How to effectively manage the diverse workforce
3. View diversity, the aging workforce, and different work patterns
4. Understand the benefits of diversity, when looking at our customer base
5. Manage communication more effectively in this diverse environment
6. Understand with downsizing and diversity
7. Review of the principles of motivation and retention
8. Realize the value of the team effort
9. Understand the basics of different methods of problem solving

Certification Notes: This is a certificate series.

Next course recommendation: Employment Compliance for Human Resources

Refund Policy: Please refer to www.collin.edu/ce/infoRegistrar.html for our refund policy. No refunds after the start time of the first class.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Course Sessions: Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Lesson Plan – by week or session:

Session 1: Introductions and syllabus. Student Data Forms.
Globalization impact

Diversity

Session 2: Diversity, aging workforce and work patterns

Diversity and customer base

Session 3: Motivation and retention

Session 4: Teams

Problem solving

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.