

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: HMR 120 – Introduction to Human Resources Management

Number of credits: 3 credits

Course Description: This course covers an introduction to the basic principles of human resource functions and services. It provides a background and understanding for further human resource courses.

Pre-/Co-requisites: None

Course Objectives: Upon successful completion of this course, the student should be able to:

1. Identify the roles and competencies of a human resource professional.
2. Identify the importance of human resource management and the role of human resource management in the future.
3. Identify organizational strategy and its connection to mission, vision, values, business goals, and objectives.
4. Identify the human resource planning model including recruitment, selection, and employment.
5. Compare equal employment opportunity and other key federal and state laws related to human resource management.
6. Explain the process of job analysis and job descriptions in relation to human resource functions.
7. Compare different job evaluation methods.
8. Explain work-life balance practices (flexibility of hours, telecommuting, sabbatical).
9. Review employee training and development functions.
10. Compare employee performance appraisal systems.
11. Identify employee compensation both direct and indirect.
12. Examine the employment-at-will doctrine as it relates to the employment relationship.
13. Explain current employee benefit trends.
14. Identify human resources role in workplace safety, security, and employee health.
15. Explore the human resource professional certification and code of ethics.
16. Identify the current and future challenges of human resource management.

Instructor: Crystal Beggs

Office Hours: By Appointment

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Textbook(s): Fundamentals of Human Resource Management, 8th Edition
ISBN# 1260479013 (Looseleaf) or ISBN#: 1260478998 (CONNECT with Digital Book)

Hardware Requirements: Webcam and microphone are required.

Course Requirements:

1. Completion of video introduction (15 points), online assignments (390 points), tests (235 points), and discussions (195 points)
2. Optional completion of bonus assignments (25 points)

Grading Scale: The final grade is based on the percent of total points a student earns.

90-100% = A

80-89% = B

70-79% = C

60-69% = D

Below 60% = F

Tentative Course Outline:

Week 1-4: Introductions, managing human resources, trends in human resource management, providing equal employment opportunity and a safe workplace

Week 5-8: Planning for and recruiting human resources, selecting employees and placing them in jobs, training employees, developing employees for future success

Week 9-11: Planning Creating and maintaining high-performance organizations, managing employees' performance, separating and retaining employees

Week 12-14: Establishing a pay structure, recognizing employee contributions with pay, providing employee benefits

Week 15-16: Collective bargaining and labor relations and managing human resources globally

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses offered by its instructors. This course will emphasize communication and technology to enhance "human" nature in the work environment.

Course Policies:

Assignments Late work will incur point deductions which is 10% off in points for each day it is late. Any assignment turned in after 3 days will result in a 0. This is the policy for all assignments. Participation is expected. You are responsible for the activities for each weekly module. If you know of a conflict ahead of time, you are welcome to request to submit assignments early or notify your instructor before the assignment due date.

**Discussions/
Bonus Questions** Discussions and bonus questions are due when the due date is indicated. There will be no late submissions allowed for discussion to ensure all students participate and provide meaningful discussion throughout the week.

Tests Tests are due when the due date is indicated. There will be no late submissions, unless arrangements were made ahead of time and an acceptable excuse to missing.

Academic Integrity: The academic community is operated on the basis of honesty, integrity, and fair play. Occasionally, this trust is violated when cheating occurs, either inadvertently or deliberately. This code will serve as the guideline for cases where cheating, plagiarism, or other academic improprieties have occurred.

The primary responsibility of the students, faculty, and administration is to create an atmosphere where the honesty of individuals will not be questioned. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

My policy is that instances of academic dishonesty will result in 0% for the first offense of a compromised assignment or test in question. A second infraction will result in an overall failing grade.

Plagiarism: To plagiarize is to “steal and pass off the ideas or words of another and one’s own” (Webster’s Dictionary). Plagiarism will not be tolerated in this course. When completing a research paper, it is necessary to cite all information gathered from other sources – including direct quotations and paraphrases – within the text of the paper using parenthetical notes at the end of the documents in a works cited list. A handout regarding the MLA guidelines is available at the writing center if you would like further information. Students are expected to follow MLA guidelines for research papers. If you have any questions – please contact myself or go to the learning center for more information. Students found plagiarizing material will receive an “o” for the assignment.

Disabilities and Special Needs: Students who have any condition, such as a physical or learning disability, for which they need extra assistance or accommodations should contact Disabilities Services at 701-228-5672.

Student E-mail Policy: The Dakota College at Bottineau campus community is increasingly dependent upon electronic communication among faculty, staff and students. Because of its convenience, cost-effectiveness and speed, e-mail has replaced much of the paper correspondence of the past. Because of this acceptance of and reliance upon electronic communication, e-mail is considered an official form of communication at Dakota College at Bottineau. A student’s campus-assigned e-mail address will be the only one recognized by the campus for official mailings. The liability for missing or not acting upon important information conveyed via email because of a failure to access a campus-assigned e-mail address rests with the student.