



Course Prefix/Number/Title:

HRM120-Introduction to Human Resources Management
Fall2024

Number of Credits:

3

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:

Deidre Pugh, Social Sciences & Human Resources Instructor

Office:

Online: Please don't hesitate to email, call, or text with questions/concerns or to set up an appointment.

On-Campus (DCB): Thatcher Hall, Room 207

Office Hours:

Online: By appointment

On-Campus (DCB): Wednesdays (9:30am-5:00pm), Thursdays (10:30am-3:30pm)

Phone:

Cell: 701-840-8975

Office: 701-228-5621

Email:

Deidre.Pugh@dakotacollege.edu

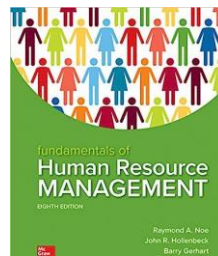
Lecture/Lab Schedule:

Online

Textbook(s):**Textbook IS REQUIRED**

Fundamentals of Human Resource Management, 10th Edition (2024 Release)

ISBN10: 1265803021 (CONNECT with Digital Book)

**Course Requirements:**

Distance learning is self-directed learning! It requires a high level of responsibility, dedication, and self-discipline on the part of the student. In this course, you are responsible for your own work, your own progress, and your own grade.

* Attendance is determined by your keeping up-to-date with discussion threads and assignments. You are required to participate in threaded discussions and to turn in assigned work when due. You are also required to contact me, in advance, if you know you will be "missing" an assignment so we can make arrangements to makeup the work.

DISAPPEARING: No communication from you for several weeks, or not completing your work, for whatever reason means I may initiate an administrative withdrawal. You can contact me via voice mail, text, email or by contacting the DCB Distance Education Department.

Discussions: For each chapter, you will have a discussion question. You need to submit 2 responses per discussion, on **SEPARATE DAYS**, with at least one of the responses to another student's comments.

It is important to stay current with your discussion submissions. All the discussions for a section must be completed by the last day of the chapter and time specified. There will be no points awarded for the discussions after the due date and time.

Participation: Participating in discussions is an important means of achieving the course's objectives. Some of the topics we cover are controversial and/or sensitive, ***I would like each of you to keep an open mind and give other students the same courtesy that you***

expect to be given! Respect always goes a long way. If you choose to attack another student in my course, there will be consequences.

Purpose: The purpose of the assigned threaded discussion questions is to have you participate in class discussions in much the same way as would occur in the classroom.

Criteria: Respond twice during the chapter, on SEPARATE DAYS within each topic, to the question in order to receive full credit. One of your responses, within each topic, must be to another student's post. The purpose of having you respond on different days is so you "attend" class throughout the week! If you're only responding at the beginning of the week and not logging into the course again during that chapter, you may miss out on very educational discussions.

Grading: **Superficial reflections are not acceptable!** Although it is important to thoroughly explain the ideas and concepts you are learning, merely paraphrasing or restating the concepts, definitions, or ideas is not acceptable. You should try to become more reflective and strive to improve the quality of your thought and writing as the course progresses. Remember, your discussions are your opportunity to demonstrate your learning in this course!

Online Participation – 10 points possible for each separate discussion topic

Assignments: There will be a "reading assignment" for every chapter we cover, which is much like a quiz and can be taken as you read the chapter.

Assessment Based Assignments: There will be 4 Assessment Based Assignments throughout this course. The assignments will be used in place of tests as I am a firm believer that putting your knowledge to work is very essential to learning and retaining the material. More information on these assignments can be found in Blackboard.

Resume/Job Search/Qualifications Assignments: You will be working on building your resume throughout the course. There will be 4 separate occasions when you will work on your resume, job search, and qualifications.

Bonus Points: You will have periodic opportunities to earn bonus points throughout the course by finding supplemental information on what we are discussing/have discussed.

Final Project: There will be one final project/paper during this course. More information on this project/paper can be found in Blackboard. You will have your entire "finals week" to work on this paper...there will be no cumulative final for this course!

Course Outline:

Chapter 1

Monday, August 26th-Sunday, September 1st

Chapter 2

Monday, September 2nd-Sunday, September 8th

Chapter 3

Monday, September 9th-Sunday, September 15th

Chapter 4

Monday, September 16th-Sunday, September 22nd

Assessment Based Assignment #1, Resume Part 1

Chapter 5

Monday, September 23rd-Sunday, September 29th

Chapter 6

Monday, September 30th-Sunday, October 6th

Chapter 7

Monday, October 7th-Sunday, October 13th

Chapter 8

Monday, October 14th-Sunday, October 20th

****Assessment Based Assignment #2, Job Search****

Chapter 9

Monday, October 21st-Sunday, October 27th

Chapter 10

Monday, October 28th-Sunday, November 3rd

Chapter 11

Monday, November 4th-Sunday, November 10th

Chapter 12

Monday, November 11th-Sunday, November 17th

****Assessment Based Assignment #3, Qualifications****

Chapter 13

Monday, November 18th-Sunday, November 24th

Chapter 14

Monday, November 25th-Sunday, December 1st

Chapter 15

Monday, December 2nd-Sunday, December 8th

Chapter 16

Monday, December 9th-Sunday, December 15th

****Assessment Based Assignment #4, Resume Part 2****

FINALS WEEK

Final Paper (NO cumulative final)

Monday, December 16th-Friday, December 20th

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

The student learning competencies of career and technical education degree programs are as follows:

- Employ industry-specific skills in preparation for workplace readiness
- Combine general education and vocational skills curriculum

Relationship to Campus Focus:

Campus Focus: Nature, Technology, and Beyond

This course will emphasize communication and technology to enhance “human” nature in the work environment.

Classroom Policies:

Regular participation is mandatory.

- All assignments can be completed on any computer with Internet access.
- Students need to set up or select an environment conducive for getting work done/testing (e.g. distraction free area at home, a computer lab at a library, etc.)
- Students can complete their weekly work at any time between the given dates and times.

- Classroom weeks will run from Monday at 12:00 a.m. to Sunday at 11:59 p.m.
- A discussion is only a discussion if everyone is participating together. Therefore, no points will be given for forum posts once the week is over.
- Grades are based on total points earned.

Grading: 90+A; 80-89B; 70-79C, 60-69D, 59 and below F.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email 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 campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.