

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)

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)

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

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

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.

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.