

Human Resource Management

Course Home - Syllabus

Course Information

Title:	EX-MG 445 <i>Human Resource Management</i>
Credits:	3
Prerequisites:	None
Description:	This course provides students with a comprehensive overview of the human resource management function in organizations. Topics include staffing and recruitment, employment benefits, employee law, training and development, and compensation.

Course Objectives

- Students will know and explain the important terminology, facts, concepts, principles, analytic techniques, and theories used in the field of human resources management.
- Students will be able to effectively apply important terminology, facts, concepts, principles, analytic techniques, and theories in the field of human resources management when analyzing complex factual situations.
- Students will be able to effectively integrate (or synthesize) important facts, concepts, principles, and theories in the field of human resources management when developing solutions to multifaceted human resource management problems in complex factual situations.
- Students will be able to develop appropriate strategies for implementing solutions to human resources management problems that reflect their knowledge and understanding of the interrelationships among training, staffing, compensation, and employment law.
- Students will be able to evaluate the quality of their proposed solutions to human resources management problems against appropriate criteria, including organizational constraints.
- Students will be able to apply a Christian worldview to their understanding of HRM.

Required Text/Materials

- Mondy, R.W. (2012). *Human Resource Management*. (13th ed.). Pearson Prentice Hall.
 - ISBN:
 - 978-0-13304354-9
 - ISBN-10:
 - 0-13304354-1

Learning Activities

The course centers on a focused topic each week and is organized around weekly sections with specific activities designed as assignments to optimize learning. Course goals are supported by weekly objectives.

The course learning activities follow an **Explore, Discuss, Apply and Recap** approach to learning.

Learners **explore** materials such as lecture notes, videos, audio files and PowerPoint for preparation and review of the content for a given week.

Core reading is from the course text. Additional resources are provided to support course activities and assignments. Additional resources should be reviewed for support of assignments. The additional resources are provided for clarity and additional information in this course and for future reference.

Discussion of the content occurs in weekly discussion threads. Learners post an initial response to the instructor's discussion question, as well as 2 follow-up posts to initial responses by other learners.

Learners **apply** the week's content through problem solving and other learning activities to exercise the content and ensure learning is strengthened to a point of practical application.

The **recap** is intended to summarize and clarify key points from the week and provide an opportunity for reflection. This sets a readiness for the next topic's exploration and the model repeats as learning is developed.

The length of assignments should not be interpreted to reflect their importance or relevance. Brevity in assignments continues to bring an expectation of thoughtful preparation and substance in the postings. The brevity may heighten the need for preparation to ensure the brief submission is substantive, relevant, logical and clear.

The "Weekly Schedule" section in this syllabus essentially helps form a checklist of assignments.

Times shown in the syllabus are Central Standard Time (CST).

Zoom Room

Zoom Room Seminar Sessions will be held weekly. Participation is encouraged but not required.

The Zoom Room sessions may be used to review assignments, answer course questions, provide additional discussion on current course activities, etc.

Announcements

Expect to see instructor announcements as the course develops that will help to clarify topics, provide current news articles, case studies or other information to strengthen the exploration of the topic. Some announcements may prompt discussion thread activity.

Ask Questions Anytime

Learners are encouraged to ask questions and ensure clarity in assignments as soon as possible. There is a specific section of the online course titled "Ask Questions" where questions can be asked about the course. This is the best location for assignment or course questions but any question could be posted here. Questions about the course topics and learning subject matter should be directed to the discussion thread addressing that topic.

Learning activities are summarized below in the table addressing learning activity by week for clarity and convenience.

Weekly Schedule

This course is presented in weekly units. The weekly attendance period begins Monday at 12:00 am ET and ends on Sunday at 11:59 pm ET. You must log in on at least three separate days of each unit's week.

Week #	Topic	Readings	Assignments
1	Strategic HRM: An Overview	<ul style="list-style-type: none">• <i>Human Resource Management</i><ul style="list-style-type: none">◦ Chapter 1	<ul style="list-style-type: none">• Pre-test• Plagiarism Certification• Discussion• Apply

			<ul style="list-style-type: none"> • Collateral
2	Ethical, Social, and legal Considerations	<ul style="list-style-type: none"> • <i>Human Resource Management</i> <ul style="list-style-type: none"> ◦ Chapter 2 ◦ Chapter 3 	<ul style="list-style-type: none"> • Discussion • Apply • Wk2 Evaluation
3	Staffing	<ul style="list-style-type: none"> • <i>Human Resource Management</i> <ul style="list-style-type: none"> ◦ Chapter 4 ◦ Chapter 5 ◦ Chapter 6 	<ul style="list-style-type: none"> • Discussion • Apply • Collateral
4	HR Development Global HR	<ul style="list-style-type: none"> • <i>Human Resource Management</i> <ul style="list-style-type: none"> ◦ Chapter 7 ◦ Chapter 8 ◦ Chapter 14 	<ul style="list-style-type: none"> • Discussion • Apply • Wk4 Evaluation
5	Compensation	<ul style="list-style-type: none"> • <i>Human Resource Management</i> <ul style="list-style-type: none"> ◦ Chapter 9 ◦ Chapter 10 	<ul style="list-style-type: none"> • Discussion • Apply • Collateral
6	Safety and Health Employee Relations	<ul style="list-style-type: none"> • <i>Human Resource Management</i> <ul style="list-style-type: none"> ◦ Chapter 11 ◦ Chapter 12 ◦ Chapter 13 	<ul style="list-style-type: none"> • Discussion • Final Paper/Project • Wk6 Evaluation • Post-test

Course Evaluation

Assessments

Assessments	Number	Points Each	Total
Discussion	6	50	300
Application Assignments	5	50	250
Collateral Assignments	3	50	150
Evaluations	3	50	150
Pre-test	1	5	5
Post-test	1	5	5
Final Paper/Project	1	140	140
		Total	1000

Discussion Threads

Students are expected to post in the discussion board a **minimum** of **three separate posts** and three separate post dates per discussion thread. The three posts for **each** thread must include:

- One "initial" post in response to the instructor's question (or stated assignment) no later than Thursday of each course week.
- Two "follow up" post in response to at least one classmate by Sunday of each course week.

The initial response to a discussion question should substantively demonstrate familiarity with the content of the question. The response should be 150-200 words in length. To ensure the discussion is a collective and focused exploration of the topic in the question, the discussion thread should remain focused on the question.

The timing of responses is important since other students are dependent on your postings in order to fully develop the discussion and to post "follow up" discussion

entries. Responses should occur in the week the discussion question is posted for reply. Preparation for the response is encouraged to ensure a thoughtful and well-founded contribution to the discussion.

Each learner is expected to both respond initially (by Thursday each week) to the discussion question or assignment instruction posted by the instructor/facilitator each week and make at least two follow-up responses to other learners' postings in the discussion thread by the end of the week (Sunday at 11:59pm). The purpose is to ensure an informed and thoughtful dialogue focused on the topic.

Grading Rubric for Discussion Threads

Application Assignments

There are 5 application assignments in this course - one each in weeks 1-5. These are designed so you apply the knowledge and skills you learn during the week.

Grading Rubric for Application Assignments

Criteria	Ratings			Total	Comments
	Absent	Needs Improvement	Proficient	50	
Introduction	There is no introduction to the paper. (0 points)	There is an introduction, but it does not introduce the topic, its importance, and/or alert readers to the structure of the discussion of your ideas. (1-6 points)	There is an introduction that introduces the topic, its importance, and it alerts readers to the structure of the discussion of your ideas. (7 points)		
Body (Use of Course Terms and Concepts)	No course terms and concepts were used. (0 points)	Some of the course terms and concepts were used inappropriately or key terms and	All of the relevant course terms and concepts were present and used		

		concepts were missing from the discussion. (1-19 points)	appropriately in the discussion. (20 points)		
Conclusion	There is no conclusion to the paper. (0 points)	There is a conclusion, but it does not synthesize the main ideas of the paper, and/or provides implications for research and/or practice. (1-7 points)	There is a conclusion that synthesizes the main ideas of the paper, and/or provides implications for research and/or practice. (8 points)		
Writing Mechanics (e.g. Spelling, Grammar, etc.)	The paper had severe problems with spelling, grammar, etc. errors. (0 points)	The paper had some spelling, grammar, etc. errors. (1-4 points)	The paper had very minimal spelling, grammar, etc. errors. (5 points)		
Format (e.g., length, font size, margins, in-text citations and reference list in APA style)	The paper did not meet the minimum format requirements. (0 points)	The paper met some of the format requirements. (1-9 points)	The paper met all format requirements. (10 points)		

Collateral Assignments

There are 3 collateral assignments in this course - one each in weeks 1, 3, and 5. These are designed to develop information literacy skills through the research and analysis of relevant articles.

Evaluations

There are three evaluations in this course - one each in weeks 2, 4, and 6. The evaluations will cover the knowledge and skills discussed in the course.

Pre/Post Tests

There is a pre and a post test in this course. The pre-test is scheduled for the first week of classes. The post test is scheduled for the last week of classes. While the actual score for both the pre and the post test do not get configured into your grade, you will earn 5 participation points for the submission of each. The pre and post tests should be taken seriously as they provide important feedback on your learning outcomes. This information is used to continuously improve the course.

Final Paper/Project

For your final submission for this course, you will have the choice between a paper and presentation. A detailed description of the assignment requirements can be found below.

Format Requirements

Below are the *PowerPoint Presentation* and *Reflection Paper* format requirements. Make sure to properly cite all sources that you use.

Format Requirements

Instructions	<p>Select a real or fictitious company. As the company's human resource manager, you have been tasked with creating a PowerPoint presentation in preparation for the scenarios below. Choose one of the 2 topics outlined below. Make sure to properly cite all sources that you use. Include appropriate course terms and concepts, when applicable.</p> <ol style="list-style-type: none">Staffing You've just hired Ellen, the company's new
---------------------	---

Assistant Manager of Human Resources. Ellen's primary function will be overseeing the organization's staffing needs. Your presentation should educate her on the relevant policies and procedures that are currently in place. Use the following guiding prompts, to provide direction for your orientation presentation.

- Give an overview of the company's staffing processes.
- How does the company use technology (i.e. O*NET, Checkster, etc.) to aid in the job analysis, human resource planning, and selection processes?
- What job analysis method(s) does the company use? What is the advantage of the method(s) being used?
- What percentage of openings are filled by promotion from within (PFW)? What are the key factors that are evaluated when deciding between PFW versus other (external) recruitment methods?
- What external/online channels does the company currently use for recruiting? Are there any industry-specific job boards it uses?
- Has the company created a social media presence for itself? Why, or why not?
- Does the company use social media to "screen" applicants? If so, how? At what stage in the process does the company do this? Why that stage, rather than earlier or later in

the hiring process?

- Under what conditions might the company practice job sculpting? Why?

2. Training & Development

You've just hired Andy, the company's new Director of Training and Development. Andy's primary functions will include creating, implementing and improving employee training and development programs, as well as management development. Your presentation should educate him on the relevant policies and procedures currently in place. Use the following guiding prompts, to provide direction for your presentation.

- What T&D method(s) does the company use? What is the advantage of the method(s) being used?
- What T&D delivery system(s) does the company use? What is the advantage of the system(s) being used?
- How does the company use technology in satisfying its T&D needs?
- How do the T&D programs cater to individuals with different learning styles? *For more info on different learning styles, visit: <http://www.learning-styles-online.com/overview/>*
- How is the organization currently using mentoring, coaching, and possibly reverse mentoring to

	development its employees?
Document Type	MS PowerPoint
Length	18 - 20 slides (including title and reference slides)
Presentation Structure	<ul style="list-style-type: none"> • Title Slide - including your name and presentation title • Introduction slide • Body slides • Conclusion slide • Reference slide
In-text Citations & Reference List Style	APA
File Naming Convention	LastNameFirstNameWeek6 Example: DoeJohnWeek6

Format Requirements

Instructions	<p>In preparing your final paper, you will incorporate what you have learned in this course, your research, and your personal beliefs. Choose one of the 2 topics outlined below. Make sure to properly cite all sources that you use. Include appropriate course terms and concepts, when applicable.</p> <ol style="list-style-type: none"> 1. Christianity & HRM Research at least 2 organizations founded upon and/or guided by Christian principles. To help get you started:
---------------------	--

- *Here Are 5 Christian Companies That Join Chick-fil-A in Publicly-Proclaiming Their Bible-Based Views*
<http://www.theblaze.com/stories/here-are-5-christian-companies-that-join-chick-fil-a-in-publicly-proclaiming-their-bible-based-faith/>

Select **3** of the 5 human resource functions (identified in Chapter 1). For each function:

- Provide your own practical definition of the function.
- Write a short summary, explaining the function in your own words.
- *WWJD - What Would Jesus Do?* As a Christian human resource manager, how might one's biblical value system affect the way that they perform the function? Share a specific bible verse or passage that supports your viewpoint.

2. **Technology & HRM**

Research at least **2** recent (within the past 10 years) technological innovations that directly impacted the way human resource management is performed. Select **3** of the 5 HRM functions (identified in Chapter 1). For each function:

- Provide your own practical definition of the function.
- Write a short summary, explaining the function in your own words.
- Explain how technology has directly changed the way that the function is performed in today's 21st century

	<p>global business environment.</p> <p><i>Review the "Paper Structure" section below for more details on the paper format.</i></p>
Document Type	MS Word
Paper Size	8.5 X 11"
Length	3-5 pages
Margins	1"
Font	10-12 pt Times New Roman or a similar font.
Line Spacing	Double. No extra double space between paragraphs please.
Paper Structure	<ul style="list-style-type: none"> • Introduction • HRM Function 1 - definition, summary, etc. • HRM Function 2 - definition, summary, etc. • HRM Function 3 - definition, summary, etc. • Conclusion • References
In-text Citations & Reference List Style	APA
File Naming Convention	<p>LastNameFirstNameWeek6</p> <p>Example: DoeJohnWeek6</p>

Submission

Submit assignment in the appropriate Resource when ready for grading.

Rubric

Criteria	Ratings			Total	Comments
	Absent	Needs Improvement	Proficient	140	
Introduction	There is no introduction to the paper. (0 points)	There is an introduction, but it does not introduce the topic, its importance, and/or alert readers to the structure of the discussion of your ideas. (1-24 points)	There is an introduction that introduces the topic, its importance, and it alerts readers to the structure of the discussion of your ideas. (25 points)		
Body (Use of Course Terms and Concepts)	No course terms and concepts were used. (0 points)	Some of the course terms and concepts were used inappropriately or key terms and concepts were missing from the discussion. (1-59 points)	All of the relevant course terms and concepts were present and used appropriately in the discussion. (60 points)		
Conclusion	There is no conclusion to the paper. (0 points)	There is a conclusion, but it does not synthesize the main ideas of the paper, and/or provides implications for	There is a conclusion that synthesizes the main ideas of the paper, and/or provides implications for research and/or		

		research and/or practice. (1-24 points)	practice. (25 points)		
Writing Mechanics (e.g. Spelling, Grammar, etc.)	The paper had severe problems with spelling, grammar, etc. (0 points)	The paper had some spelling, grammar, etc. errors. (1-14points)	The paper had very minimal spelling, grammar, etc. errors. (15 points)		
Format (e.g., length, font size, margins, in-text citations and reference list in APA style)	The paper did not meet the minimum format requirements. (0 points)	The paper met some of the format requirements. (1-14 points)	The paper met all format requirements. (15 points)		

Grading Scale

All assignments are graded on a 100% grading scale.

Grade	Points
A	95-100
A-	90-94
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	68-69

D	65-67
D-	63-64
F	0-62

Letter grades are given for all coursework in the Degree Program. Any course in which the learner receives an "F" must be repeated in order to complete the program. Instructor/facilitator are asked to submit grades within two weeks from the end of each course. Upon receipt, a grade report is generated by the Registrar's office and will be available to view within the student's personal electronic file.

Late Work

This course is presented in weekly units online. The weekly attendance period begins Monday at 12:00 am ET and ends on Sunday at 11:59 pm ET.

As this is an accelerated course delivery format, no late submissions will be accepted. Any anticipated difficulty with lateness or assignment deadlines should be emailed to the instructor/facilitator, **before** the due date.

An Incomplete Status request may be submitted to your course instructor/facilitator and the Dean of Adult & Distance Education for consideration in unusual circumstances.

[^top](#)

Course Policies

Attendance

You are expected to login to the class forum and post to the discussion thread at least three separate days during any given week in order to be awarded attendance credit. Attendance is credited when students **actively engage** in the course. This is defined as posting responses to the threaded discussion, uploading Apply Assignments, uploading or downloading documents from Resources, attending Zoom Room sessions, and other like activities. Student engagement is monitored weekly by the Department of Student Success.

Class Participation

The free expression of ideas is expected. You are encouraged to share your insights and viewpoints, even if they disagree with the professor or others in class. However, it is also expected that any expression of agreement or disagreement be communicated in a civil manner.

Preparation for engagement in discussions is a component of participation. Course readings and materials will provide a basis for learner participation that should be evident in postings.

Zoom Room sessions will be held weekly. Participation is optional but encouraged. All sessions will be recorded and archived so that they can be viewed again later in the course.

Access to Technology & the Internet

When committing to earning your degree online, you will want to ensure that you have regular access to the proper technology (hardware and software), as well as high-speed Internet.

At CCC, malfunction or failure of students' technology (hardware and/or software) is not an excusable reason for late submission of work. It is the sole responsibility of the online student to procure the technological hardware (desktop, laptop, tablet, etc.) and software (Microsoft Office, Adobe Reader, etc.) necessary for completing course assignments.

Should a student experience technical difficulties with his/her Internet connection or primary device used for completing coursework, it remains their responsibility to find alternative means of completing and submitting course assignments. In the event of technological failure, students are strongly encouraged to implement their "Plan B". This may include using computers available at public libraries, borrowing computers from friends, relatives, or neighbors, accessing high speed internet at alternative locations, etc. Most importantly, please remember to contact your instructor first to alert them of the situation—and preferably before an assignment deadline. Save your assignments on flash drives or other portable devices so that you may be able to upload them to your class or instructor from another computer.

For a list of free wi-fi locations, visit: <http://www.wififreespot.com/>

Academic Integrity

Plagiarism

As a reflection of the Code of Conduct signed by all students at Central Christian College, it is expected that all coursework submitted is your own. The submission of any work, without proper citing or referencing, which is not original to you, will be considered plagiarism. Plagiarism is dishonest and illegal. It includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the use of materials prepared by another person, or agency, on your behalf.

Each student is expected to be honest in his or her own work. Cheating is dishonest. The term "cheating" includes but is not limited to the:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;

2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. acquisition, without permission, of tests or other academic materials belonging to a member of the College faculty or staff.

Plagiarized assignments and cheating may result in a failing grade all the way up to dismissal from the course (or institution). More information concerning Academic Integrity can be found in the Catalog and the Student handbook.

Turnitin.com

To help you in the development of academic integrity, Central Christian College utilizes [Turnitin.com](https://turnitin.com). This collaborative environment can help you identify ways in which your research and writing may improve. Your instructor will post the Turnitin course ID associated with this course during week 1 of this class.

Academic Accommodations

Any student who has a documented learning or physical disability and wishes to access academic accommodations under the 1973 Rehabilitation Act of the Americans with Disabilities Act must contact the **Central Christian College of Kansas Guidance Office Director** as soon as possible. The student must have appropriate documentation of the disability and the need for the requested accommodation on file with the guidance director before accommodations can be provided. Please click on the link below to access the information.

[Students with Disabilities](#)

Additionally, the documentation process is found in Doc Sharing. If you have questions about the process, please contact: **Mrs. Pat Muntz** at Central Christian College at **620-241-0723**.

pat.muntz@centralchristian.edu