

Syllabus

BUS-215: Introduction to Human Resources

Course Description

This course is an exploration of the various roles of people within the business community with emphasis on the nature of work, human efficiency and performance, leadership within work groups, and human relations problem solving.

Credit Hours: 3

Prerequisite Courses: None

Prerequisite Skills and Knowledge: MS Office 2010 (Excel, Word)

Course Outcomes

Upon completion of this course, you should be able to:

1. Explain the role of managing human resources.
2. Explain the essentials of human resource management.
3. Differentiate between the major human resource functions of managers.
4. Explain the staffing role of managers.
5. Describe the leading functions of managers.
6. Apply the developing and training functions of managers.
7. Apply the concept of leadership with an understanding of the concept from a Christian worldview.

Course Textbook

Verhulst, S. L., & DeCenzo, D. A. (2019). *Fundamentals of human resource management* (13th ed.). Hoboken, NJ: John Wiley & Sons, Inc.

Please note: If you receive your course materials from Tree of Life, you will receive an email from Tree of Life giving you details on how to access the textbook in an eText format.

Grading Scale

| Grade | Quality Points Per Credit | Percentage | Score |
|-------|---------------------------|-------------|-------------|
| A | 4.0 | 95% - 100% | 950 - 1,000 |
| A- | 3.7 | 92% - 94.9% | 920 - 949 |
| B+ | 3.3 | 89% - 91.9% | 890 - 919 |
| B | 3.0 | 85% - 88.9% | 850 - 889 |
| B- | 2.7 | 82% - 84.9% | 820 - 849 |
| C+ | 2.3 | 79% - 81.9% | 790 - 819 |
| C | 2.0 | 75% - 78.9% | 750 - 789 |
| C- | 1.7 | 72% - 74.9% | 720 - 749 |
| D+ | 1.3 | 69% - 71.9% | 690 - 719 |
| D | 1.0 | 65% - 68.9% | 650 - 689 |
| F | .0 | 0% - 64.9% | 0 - 649 |

Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the IWU Catalog.
<https://www.indwes.edu/catalog>

Letter Grade Equivalencies

| Grade | Description of Work |
|----------|--|
| A | Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow. |
| B | Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above. |
| C | Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally. |
| D | Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels. |
| F | Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work. |

Course Summary

| Workshop | Discussion* | Assignment* | Test/Quiz* | Total Points |
|-----------------------|---------------|--------------|--------------|--------------|
| Workshop One | 3/60 | 1/50 | 1/50 | 160 |
| Workshop Two | 3/60 | 1/100 | 1/50 | 210 |
| Workshop Three | 3/60 | 1/100 | 1/50 | 210 |
| Workshop Four | 3/60 | 1/100 | 1/50 | 210 |
| Workshop Five | 3/60 | 1/100 | 1/50 | 210 |
| Course Totals | 15/300 | 5/450 | 5/250 | 1,000 |

* Number of Activities/Sum Point Totals

Workshop One Outline

| Title | Due Dates | Time | Points |
|--|---|------------------|------------|
| 1.1 Reading | Complete by the end of the workshop | 4 hours | 0 |
| 1.2 Discussion: Faith and Life Reflection | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 1.3 Discussion: You Make the Call | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| | | | |
| Totals | | 19 hours* | 160 |

| Title | Due Dates | Time | Points |
|--|---|------------------|------------|
| 1.4 Discussion: Managers versus Leaders | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 1.5 Assignment: The Challenges of Being a Manager | Due by the end of the workshop | 4 hours | 50 |
| 1.6 Quiz | Due by the end of the workshop | 2 hours | 50 |
| Totals | | 19 hours* | 160 |

Workshop Two Outline

| Title | Due Dates | Time | Points |
|--|---|------------------|------------|
| 2.1 Reading | Complete by the end of the workshop | 4 hours | 0 |
| 2.2 Discussion: Faith and Life Reflection | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 2.3 Discussion: Job Design | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 2.4 Discussion: Planning | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 2.5 Assignment: Training and Development | Due by the end of the workshop | 4 hours | 100 |
| 2.6 Quiz | Due by the end of the workshop | 2 hours | 50 |
| Totals | | 19 hours* | 210 |

Workshop Three Outline

| Title | Due Dates | Time | Points |
|---|---|------------------|------------|
| 3.1 Reading | Complete by the end of the workshop | 4 hours | 0 |
| 3.2 Discussion: Faith and Life Reflection | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 3.3 Discussion: Motivation | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 3.4 Discussion: Factors Influencing Compensation | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 3.5 Assignment: Selection | Due by the end of the workshop | 4 hours | 100 |
| 3.6 Quiz | Due by the end of the workshop | 2 hours | 50 |
| Totals | | 19 hours* | 210 |

Workshop Four Outline

| Title | Due Dates | Time | Points |
|-------|-----------|------|--------|
| | | | |

| Title | Due Dates | Time | Points |
|---|---|------------------|------------|
| 4.1 Reading | Complete by the end of the workshop | 4 hours | 0 |
| 4.2 Discussion: Faith and Life Reflection | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 4.3 Discussion: Career Development | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 4.4 Discussion: Rating Performance | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 4.5 Assignment: Performance Management and Appraisal | Due by the end of the workshop | 4 hours | 100 |
| 4.6 Quiz | Due by the end of the workshop | 2 hours | 50 |
| Totals | | 19 hours* | 210 |

Workshop Five Outline

| Title | Due Dates | Time | Points |
|--|---|------------------|-----------------|
| 5.1 Reading | Complete by the end of the workshop | 4 hours | 0 |
| 5.2 Discussion: Faith and Life Reflection | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 5.3 Discussion: Employee Rights | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 5.4 Discussion: Progressive Discipline | Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop | 3 hours | 20 |
| 5.5 Assignment: Employee Dismissal | Due by the end of the workshop | 4 hours | 100 |
| 5.6 Quiz | Due by the end of the workshop | 2 hours | 50 |
| End of Course Survey | Due by the end of the workshop | - | 10 extra credit |
| Totals | | 19 hours* | 210 |
| Course Totals | | 95 hours* | 1,000 |

*These timings are based on estimations of average times to complete each assignment. Actual assignment completion times will vary.

Expectations, Policies, and Important Student Information

| School/Division | Link |
|---|--|
| DeVoe School of Business Division of Liberal Arts School of Services and Leadership | View School/Division Expectations, Policies, and Student Information |
| School of Educational Leadership | View School/Division Expectations, Policies, and Student Information |

| School/Division | Link |
|-------------------------|--|
| Wesley Seminary @ IWU | View School/Division Expectations, Policies, and Student Information |
| Nursing - Undergraduate | View School/Division Expectations, Policies, and Student Information |
| Nursing - Graduate | View School/Division Expectations, Policies, and Student Information |