



Competency-Based Education Program

HRM 213 – Human Resources Management

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Course Description:	This course introduces students to the fundamental practices involved in effective human resource management, such as recruiting, performance evaluation, compensation, employment law, and employee rights. HR theory and practice is emphasized within the context of improving organizational productivity and developing employee potential.
Course Competencies and Learning Outcomes:	<p>Competency 1: Demonstrate a basic understanding of the nature, scope, theory, and terminology of current Human Resource Management.</p> <ul style="list-style-type: none"> 1.1 Demonstrate an understanding of the fundamentals of human resource management. 1.2 Develop an understanding of the impact a diverse workforce can have on an organization. 1.3 Develop and apply conflict management skills in an organization. <p>Competency 2: Research a topic and properly analyze, document, and present a professionally produced and ethically reasoned report.</p> <ul style="list-style-type: none"> 2.1 Develop an understanding of human resource management best practices (identifying talent and motivating, developing, and directing people as they work). <p>Competency 3: Conduct themselves effectively and appropriately in professional situations.</p> <ul style="list-style-type: none"> 3.1 Prepare interview questions. 3.2 Conduct an interview <p>Competency 4: Work productively in team situations.</p> <ul style="list-style-type: none"> 4.1 Demonstrate an understand of the importance of team dynamics to organizational effectiveness, productivity, and communication within an organization. 4.2 Evaluate the effectiveness of virtual teams.

Textbook and Other Course Materials:	<p>The textbook is included in this class free of charge to the student. It can be accessed through the “educational materials and activities” section in each competency module.</p> <p>Principles of Macroeconomics Derived from Principles of Economics by OpenStax Economics Source: Greenlaw, S. and Washington, M. (20017). Retrieved from https://cnx.org/donate/download/4061c832-098e-4b3c-a1d9-7eb593a2cb31@11.12/pdf. Attribution 4.0 International License (CC BY 4.0).</p>								
Grading Scale:	<p>In order to pass this course, you must receive an 80% or higher overall. A “B” is passing, and an “A” is 90% or higher overall.</p>								
Grade Components:	<p>Your final grade in this course is based on your ability to pass each of the summative assessments, one for each competency, at the threshold of 80% or higher.</p> <table border="1" data-bbox="394 831 1425 993"> <thead> <tr> <th data-bbox="394 831 833 869">Component</th> <th data-bbox="833 831 1425 869">Impact on Final Grade</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 869 833 909">Pre-tests</td> <td data-bbox="833 869 1425 909">Not included in final grade.</td> </tr> <tr> <td data-bbox="394 909 833 949">Learning Activities</td> <td data-bbox="833 909 1425 949">Not included in final grade.</td> </tr> <tr> <td data-bbox="394 949 833 993">Post-tests</td> <td data-bbox="833 949 1425 993">Final grade based on these assessments</td> </tr> </tbody> </table>	Component	Impact on Final Grade	Pre-tests	Not included in final grade.	Learning Activities	Not included in final grade.	Post-tests	Final grade based on these assessments
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Late work:	<p>This course is designed for you to proceed at your own pace. However, I urge you to take the pretest for the first competency during the first three days of class and to progress at an accelerated rate. Unlike most traditional college programs, the courses in this program last 7-weeks, which means that it is easy to fall behind. In order to avoid this, allocate sufficient time to complete all work in an efficient and qualitative manner, so that you are able to pass all four post-tests within the time allowed.</p>								
Time commitment:	<p>Online courses are typically just as time intensive, and may be more rigorous, than traditional courses. Many students claim that online courses require more time and commitment. As you begin this course, you would be wise to schedule 8 or more hours per week for studying materials and completing assignments. Falling behind in this course is particularly problematic because the concepts we cover are cumulative. This means that not becoming proficient with information and objectives presented and assessed in a particular week can lead to low scores for that week as well as in subsequent weeks.</p>								
Class Participation:	<p>Online courses require your active participation. Here are some tips for success:</p> <ul style="list-style-type: none"> <li data-bbox="363 1724 1459 1871">• In courses with discussion forums, you learn from one another by posting questions, justifying your comments, and providing multiple perspectives. When you prepare for discussions through thoughtful reflection, you contribute to your own successful learning experience as well as to the 								

	<p>experience of your peers.</p> <ul style="list-style-type: none"> • Log in to the course frequently (at least several times per week for long semesters and daily for summer sessions) and check your email as I will be sending weekly emails, as well as post Announcements. This will keep you apprised of any course updates, progress in discussions, assignment information, and messages requiring immediate attention. • Be aware of and keep up with the Course Schedule in the Syllabus.
<p>Academic Integrity:</p>	<p>The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet.</p>
<p>Attendance and Withdrawal Policies:</p>	<p>Attendance (regular participation in the online classroom) is essential for maintaining the best learning environment.</p> <ul style="list-style-type: none"> • You will be expected to log on to the course site 2-3 times per week until you have finished all work successfully. • Regular communication with the instructor is encouraged. If you have any questions about the material covered in this class, don't hesitate to contact your instructor. He/she is here to help you. • If, for whatever reason, you decide to withdraw from this course, be sure to check the final withdrawal date.
<p>Course Rules and Expectations:</p>	<p>Your Expectations of Me:</p> <ul style="list-style-type: none"> • I will treat you with courtesy and respect. • I will respond to your telephone calls and e-mails within a reasonable period of time. • I will do my best to help you prepare for the future classes. • I will model high standards of academic honesty and integrity. <p>My Expectations of You:</p> <ul style="list-style-type: none"> • You will treat me and your fellow classmates with courtesy and respect. • You will contact me if you have questions or if you don't understand something. • You will do your best to master the material and to submit work that you are proud to put your name on. • You will display high standards of academic honesty and integrity.

Build Rapport:	If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your Instructor know as early as possible. As you will find, building rapport and effective communications are the keys to becoming an effective professional. Make sure that you are proactive in informing your Instructor when difficulties arise during the term so that we can help you find a solution.
Netiquette:	<ul style="list-style-type: none"> • Behind every name there is a person. Respect each other. We are all in this together. • Keep in mind you are taking a college class. Something that would be inappropriate in a traditional class is also inappropriate in an online class. • Be aware that typing in all capital letters indicates shouting • Be careful with humor and sarcasm. Both can be misunderstood. • Review all discussion postings before posting your own to prevent redundancy.
Syllabus Disclaimer:	Information contained in this syllabus is, to the best knowledge of this Instructor, considered correct and complete when distributed to the student. The Instructor reserves the right, acting within policies and procedures of Nichols College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student. Any changes made would be communicated accordingly.