

Course Syllabus – Introduction to Human Resources

HRM-110S-801US Summer 2026

Course Information

- Introduction to Human Resources – HRM 110S
- 3 Credit Hours
- Summer 2026
- Online

Instructor Information

- Mrs. Linda Dean
- ldean@edisonohio.edu
- 937-681-6394
- Preferred method of contact: Text or Edison Email
- Office hours: Please contact instructor

Course Description

This course provides an overview of the essential principles and practices of Human Resource Management as presented in *Fundamentals of Human Resource Management* by Raymond A. Noe, John R. Hollenbeck, Barry Gerhart, and Patrick M. Wright. Students will examine the major functional areas of HR, including workforce planning, recruitment and selection, training and development, performance management, compensation and benefits, employee relations, labor relations, legal compliance, diversity and inclusion, and strategic human resource planning. Emphasis is placed on understanding how effective HR practices contribute to organizational success, employee engagement, and ethical decision-making. In addition to professional application, students will discover how HR concepts can be used in their personal lives through improved communication, conflict resolution, career planning, leadership development, teamwork, and informed decision-making in the workplace. By the end of the course, students will be equipped with practical knowledge and skills that support both organizational effectiveness and personal growth.

Required Textbooks and Materials

Text book: *Fundamentals of Human Resource Management* (9e); Noe, Hollenbeck, Gerhart, and Wright; ISBN: 978-1-264-13114-3

Prerequisite(s): None

Course Goals:

Following completion of this course the student will be able to:

1. Explain the five basic equal employment opportunity concepts.
2. Describe how organizations enhance performance.
3. Demonstrate basic interviewing skills.
4. Describe the staffing process.
5. Explain the importance of training and development of all levels of employees.
6. Explain the pay systems, benefits, and factors affecting equitable compensation.
7. Demonstrate use of the human resource information system (HRIS).
8. Describe the various training methods used in business communications and counseling processes used to maintain employees' attitudes.
9. Explain how labor/management relations affect the workplace.
10. Define health, safety and security in relation to the workplace.

Instructional Methods

This is a fully online asynchronous course.

Communication and Feedback

Assignments will be graded within five days of the due date, in most cases soon after submission. Feedback will be provided via the rubric and the Gradebook feedback box. For any communication with the instructor, please use the messaging feature in Blackboard or Edison email.

Course Specific Technology Requirements

This is a fully online course which will include discussion forums, written assignments, quizzes, and one team project. Students should have a device capable of efficiently accessing Blackboard, and if using an ebook, accessing the ebook from the publisher's website.

Assignments and Assessments

Week (2026)	Readings	HRM 110S – Reading and Assignment List Summer, 2026 Weekly Assignments	Assignment Summary	Point Total By Item
1: 6/8	Ch 1 – HR Environment Ch 2 – HR Trends Ch 3– EEO and Safety	FORUM Intro: Post bio (Extra Credit – 10 points) (F1) FORUM 1: HR Iceberg (F2) FORUM 2: Griggs v. Duke Power (P1) PAPER #1: HR Manager Interview (Due 6/21)	Forum #1 Forum #2 Paper #1	Points 25 25 35
2: 6/15	Ch 3– EEO and Safety (con't)	(F3) FORUM 3: Job Hazards: (F4) FORUM 4: Job Analysis:	Forum #3 Forum #4	25 25

	Ch 4 – Job Analysis Ch 5 – Planning	(F5) FORUM 5: Social Media and Recruiting PAPER #2 – Safety (Due 6/21) QUIZ #1 – Chapters 1 – 5 (Due 6/21)	Forum #5 Paper #2 QUIZ #1	25 35 75
3: 6/22	Ch 6: Selection Ch 7: Training	(F6) FORUM 6: Selection Tools (F7) FORUM 7: Four Approaches to Employee Development (P3) Paper #3 - Targeted Interview (Due 7/5)	Forum #6 Forum #7 Paper #3	25 25 35
4: 6/29	Ch 8: Development Ch 9: High Perf Organizations	(F8) Forum 8: Self-Assessment (F9) Forum 9: Elements of a High Performance Work System (Q2) Quiz #2: Chapters 6 – 9 (Due 7/5) (P4) Paper #4: Nine-Box (Due 7/5)	Forum #8 Forum #9 Quiz #2 Paper #4:	25 25 75 35
5: 7/6	Ch 10: Employee Performance Ch 11: Separating and Retaining Employees	(F10) Forum 10: Performance Reviews (F11) Forum 11: Employee Discipline (see instructions for topics) (P5) Paper #5: Performance Management (Due 7/12)	Forum 10 Forum 11 Paper #5	25 25 35
6: 7/13	Ch 12: Closing the Pay Gap Ch 13: Pay Structures	(Q3) Quiz #3: Chapters 10 – 13 (Due 7/19) (F12) Forum 12: The Gender Pay Gap (F13) Forum 13: Incentive Pay (P6) Paper #6: Pay Transparency (Due 7/19)	Quiz #3 Forum 12 Forum 13 Paper #6	75 25 25 35
7: 7/20	Ch 14 - Benefits	(F14) Forum 14: Pension Plans – Roth vs Traditional (P7) Medical Plans: Medical Plans (Due 7/26)	Forum 14 Paper #7	25 35
8: 7/27	Ch 15 – Collective Bargaining and Unions	(F15) FORUM 15: Unions – pro or con? (Q4) Quiz #4 – Chapters 14-15 (Due 7/31) (PF) FINAL PAPER – Review HR Law of your choice (Due 7/31) Note: Submission of the final paper is a requirement for passing the class. You will not pass the class, regardless of your point total, unless this paper is submitted.	Forum 15 Quiz #4 FINAL PAPER	25 55 100

Grading

Note: Weeks begin on Monday of each week; Discussion Forum posts (initial) are due by midnight, Wednesday, of each week.

Follow up posts due by Sunday evening of the same week. To get a good understanding of course content, it is suggested that students log into the course and actively participate at least three days per week.

Grading Scale and Point Distribution:

A = 90% to 100%; B = 80% – 89.9%; C = 70 %– 79.9%; D = 60% – 69.9%; F = <60%

Point totals: Total Points = 1000

Discussion forums:	15 @ 25 points each	375 points total
Papers:	7@ 35 points each	245 points total
Final paper:	1@ 100 points	100 points total
Quizzes	3@ 75 points	
	1@ 55 points	280 points total

*****Note: Submission of final paper (100 pts) is required. Regardless of point total, you cannot pass the class if you do not complete the final paper.

*****Instructor reserves the right to adjust grades for significant lack of participation.

Grading Rubric:

70% content; 15% spelling/grammar; 15% style/flow/organization

Course Specific Policies

Attendance Policy/Late Work/Make Up Policy

Attendance: is defined as participation in a class assignment, of any kind, during the one week class period.

Discussion Forum: Deduction will be made for late initial submission (Thursday or later); and no credit will be given for reply posts beyond Sunday.

Written Papers: Papers are due by midnight, Sunday (day 7). Papers may be submitted up to five days late with 10% deducted for each day tardy.

Final Paper must be submitted by the due date, no exceptions unless special arrangements have been made, in advance, with the instructor.

As noted above, Final Paper must also be submitted in order to pass the class.

Regardless of your point total through the final week, you will not pass the class unless you submit the final paper.

Quizzes: Quizzes will be open from Sunday (prior to start of week in which the quiz is due) through the following Sunday. Each quiz will lock down at 11:59 on the Sunday at the end of the course week. If you have unusual circumstances and need additional time to complete the quiz please contact instructor to discuss.

Artificial Intelligence (AI) Policy

Unless otherwise noted on an assignment by assignment basis, the AI Usage Standard for this course will be AI Mixed Use:

AI Mixed Use

- For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:
 - Brainstorming and refining your ideas
 - Drafting an outline to organize your thoughts
 - Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited in order to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

AI Permissive Policy may be used on certain assignments. This will be clearly noted in the assignment instructions.

AI Permissive Policy

- This course encourages students to explore the use of generative AI tools such as ChatGPT for all assignments, and in some cases, may be required. Learning to use AI is an emerging skill. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity of and applicability of any AI output that is submitted; you bear the final responsibility. Violations of this policy will be considered academic misconduct. We draw your attention to the fact that different classes at Edison State Community College could implement different AI policies, and it is the student's responsibility to conform to the expectations for each course.

College Policies

Testing Your Faith

Edison State Community College is committed to providing an environment that is respectful of the religious beliefs of its students. The College will accommodate sincerely held religious and/or spiritual beliefs, observances, and practices of its students. Students are permitted to be absent for up to three (3) days each semester to take holidays for reasons of faith or religious or spiritual belief system, or to participate in organized activities conducted under the auspices of a religious denomination, church, or other religious or spiritual organization with no academic penalty as a result of an absence permitted in this policy.

Students will be given alternative accommodations for examinations/academic requirements missed due to an absence permitted in this policy if both of the following conditions are met:

- The student's sincerely held religious belief or practice severely affects the student's ability to take an examination or meet an academic requirement; and
- The student provides written notice of the specific dates for which the student requests alternative accommodations to each faculty member within fourteen (14) days of the first day of instruction in a particular course.

Faculty will accept without question the sincerity of a student's religious or spiritual belief system and keep requests for alternative accommodations confidential. Faculty will schedule a time and date for an alternative examination, which can be before or after the time and date the examination or other academic requirement was originally scheduled, but does so without prejudice.