

Course Syllabus – HRM 110S

Introduction to Human Resources

Course Information

- Course Name: Introduction to Human Resources
- Course ID : HRM 110S
- Credit Hours: 3 hours
- Semester/year: Fall/2026
- Class Meeting Days/Times: Online
- Class Meeting Location: Online

Instructor Information

- Name: Mrs. Linda Dean
- Email: ldean@edisonohio.edu
- Phone: 937-681-6394
- Preferred method of contact: Text to phone (above) or Edison Email
- Office location: Online; please contact to set up time
- Office hours: Online; please contact to set up time

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

Textbook: *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 course will be entirely online through Blackboard.

Communication and Feedback

Students will receive feedback via instructor discussion forum posts and rubric comments. Emailing and Blackboard messaging may also be used. When using email, please use the Edison student email for any communication with the instructor.

Assignments and Assessments

The course will incorporate written papers, online discussions, quizzes, and a team interview project. Everything in the course will be conducted within Blackboard

Grading

Note:

Weeks begin on Monday of each week. Discussion Forum posts (initial) 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.

General Grading Rubric:

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

Grading Scale and Point Distribution:

A = 90% to 100%; B = 80% – 89%; C = 70 %– 79%; D = 60% – 69% 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

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

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

AI Policy

For this course, YOU must be the author of all coursework unless other AI usage is specified in the assignment instructions. 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 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.

Turnitin will be used to confirm originality. If submission is over 50% of non-original content on the first instance the assignment will be returned to the student for revision and resubmission. The second instance of content over 50% will result in a 50% reduction in the score for the assignment. The third instance of content over 50% will result in a zero for the assignment.

When specified, AI may be used as an integral part of assignment development as described in the AI Permissive policy:

AI Permissive Policy

- This assignment/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.

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 after the second Sunday. If you have unusual circumstances and need additional time to complete the quiz please contact me to discuss.
- **Make up work for late submissions:** Will be at the discretion of the instructor

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.

SEE NEXT PAGE FOR LIST OF READINGS AND ASSIGNMENTS

HRM 110S - Reading and Assignment List – Fall, 2026

Week (2026)	Readings	Forum and Assignments	Forums 13 @ 25 pts	Quizzes 4 @ 70 pts	Papers 8@ 35 pts; 1@ 15 pts; Final @ 100 pts	Total Pts by Week
1: 8/24	Ch 1 – HR Environment Ch 2 – HR Trends	(F_Intro) FORUM Intro: Post personal introduction (Extra Credit) (F1) FORUM 1: The HR Iceberg: Navigate to the Discussion Forum and follow the instructions for Forum #1 (P1) Paper #1 – HR Manager Interview	(10) (25)		(35) Paper #1 HR Mgr Intv (Due 9/6)	10 25 35
2: 8/31	Ch 4 – Job Analysis	(F2) FORUM 2: Job Analysis:	(25)			
3: 9/7	Chs 5 & 6 Planning and Selection	P2 (Paper #2) Targeted Interview (HR=>HR) Due 9/20 In this assignment you will get practice in a mock interview with another student from this class P3A (Paper #3A) Prework – Make contact with your assigned Accounting interviewee (See Week 3) Due 9/13)			(35) Paper #2 Interview with HR classmate (Due 9/20) (15) Paper #3A Contact Acct Interviewee (Due 9/13)	35
4: 9/14	Chs 5 & 6 Planning and Selection	P3A (Paper #3A) Prework – Make contact with your assigned Accounting interviewee (See Week 4 info) Due 9/20			(15) Paper #3A Contact Acct Interviewee (Due 9/20)	15

		(Q1) - Quiz #1 – Chapters 1, 2, 4, 5, and 6 (Due 9/20)		(70) Quiz 1		70
5: 9/21	Ch 3– EEO and Safety	(F3) FORUM 3: Major EEO Laws P3B (Paper #3B) Targeted Interview (HR=>Acct) Due 10/4 Using what you learned in Week 3 as you interview an Edison Accounting student	(25)		(35) Paper #3B Interview with Acct student (Due 10/4)	25 35
6: 9/28	Ch 3 – EEO and Safety	(F4) FORUM 4: Safety Violations (P4) Paper #4 – Safety Systems	(25)		(35) Paper #4 – Safety Systems (Due 10/4)	25 35
7: 10/5	Ch 7 & 8 – Training & Dev	(F5) Forum 5: Employee Development	(25)			25
8: 10/12	Ch 7 & 8 – Training and Emp Dev	(F6) Forum 6: Self Assessment Exercise – Page 253 (Q2) Quiz #2 – Chapters 3, 7 and 8 (Due 10/18)	(25)	(70) Quiz 2		25 70
9: 10/19	Ch 9 & 10 – High Perf Orgs & Emp Perf	(F7) Forum 7: Learning Organization (page 277) (P5) Paper #5 – Nine Box	(25)		(35) Paper #5 – Nine Box (Due 10/25)	25 35
10: 10/26	Ch 10 and 11 Emp Perf & Separating & Retaining EEs	(F8) Forum 8: Performance Reviews (P6) Paper #6 – Lackadaisical Plant Manager - PIP	(25)		Paper #6 – PIP (Due 11/1)	25 35
11: 11/2	Ch 10 and 11 (cont'd)	(F9) Forum 9: Employee Discipline	(25)			25

		(Q3) Quiz #3 – Chapters 9 – 11 (Due 11/8)		(70) Quiz 3		70
12: 11/9	Ch 12 – Pay Structure	(F10) Forum 10: Compensation (P7) Paper #7 – Pay Transparency	(25)		(35) Paper 7 – Due 11/15	25 35
13: 11/16	Ch 13 - Compensati on	(F11) Forum 11: Incentive Pay	(25)			25
14: 11/23	Ch 14 - Benefits	(F12) Forum 12: Pension Plans (P8) Paper #8: Medical Plans	(25)		(35) Paper #8 – Due 11/29	25 35
15: 11/30	Ch 15 – Collective Bargaining	(F13) FORUM 13: Unions – pro or con? (Q4) Quiz #4 – Chapters 12 – 15 (Due 12/11)	(25)	(70) Quiz 4		25 70
16: 12/7	Final Week	Final Paper Due. Complete final quiz and final paper Note: Submission of final paper is mandatory			(100) Final Paper HR Laws (Due 12/11)	100