MGMT 261: Intro To Human Resource Mgmt

Location:	Fort Sill
Address:	4700 Mow-Way Rd, Suite 502 Fort Sill, OK 73503-9009
Section:	19SPRG2/MGMT/261/AOK1
Semester Credit Hours:	3
Class Day(s) and Time(s):	Monday 5:30 PM - 9:30 PM from March 02, 2020 to April 25, 2020

☰ Syllabus Contents

❶ Course Information

Catalog Description

This is a foundational course introducing students to the functional areas of Human Resource Management and the competencies needed to be a successful HR professional.

Prerequisite: MGMT 230.

📖 Textbooks

As part of Truition®, students will receive their course materials automatically as described below.

☁ Mathis. (2016). *Human Resource Management: Essential Perspectives* (7th). Cengage. *eText*

Bookstore Information

Visit https://www.ccis.edu/bookstore.aspx for details. Recommended texts are not included in the Truition®, No Book Costs, model. Students are responsible for purchasing their own recommended text if they desire to have it for class. Recommended eTexts are available for purchase directly from VitalSource.com.

eText Information

If a course uses an eText, (see textbook information above) the book will be available directly in Desire2Learn (D2L) seven days before the session begins, if registered for courses prior to that date. Upon first login to VitalSource, students should use their CougarMail email address; alternate email addresses cannot be used. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in D2L.

Physical Course Materials Information

Students enrolled in courses that require physical materials will receive these materials automatically at the shipping address on file with Columbia College. Delivery date of physical materials is dependent on registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on shipping status.

Returns: Students who drop a class are responsible for returning any physical course materials that were shipped. To initiate a return, visit Ingram Returns to generate a pre-paid return label. Materials from dropped courses must be returned within 30-days of receipt. **Failure to return physical items from a dropped course will result in a charge to the student account for all unreturned items.**

Note: Students who opt-out of having their books provided as part of Truition® are responsible for purchasing their own course materials.

⬇ Technology Requirements

THIS IS A TECHNOLOGY-ENRICHED COURSE WHICH COMBINES IN-SEAT INSTRUCTION WITH ONLINE LEARNING.

Participation in this course will require the basic technology for all classes at Columbia College:

- A computer with reliable internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office

For more information, see technical requirements.

👍 Course Learning Outcomes

1. Understand the function of HR in an organization by learning about the functional areas and competencies needed as a HR professional.
2. Explain the strategic human resources function and its contributions to an organization.
3. Describe the HR functions including: strategic planning; total rewards; diversity and inclusion; employee engagement and retention; employee and labor relations; globalization; employment law; performance management; talent acquisition and management; learning and development; and risk management.
4. Identify the competencies needed as a HR professional.
5. Explain HR metrics and evaluation used within an organization.

🎓 Grading

Grading Scale

Grade	Points	Percent
A	900 - 1000	90-100%
B	800 - 899	80-89%
C	700 - 799	70-79%
D	600 - 699	60-69%
F	0 - 599	0-59%

Grade Weights

Assignment Category	Points	Percent
Classroom PowerPoint Presentations	400	40%
Midterm Exam	200	20%

Final Exam	200	20%
Final Paper	200	20%
Total	**1000**	**100%**

📅 Schedule of Due Dates

Week 1

Assignment	Points	Due
Classroom PowerPoint Presentation	50	02 March 2020

Week 2

Assignment	Points	Due
Classroom PowerPoint Presentation	50	09 March 2020

Week 3

Assignment	Points	Due
Classroom PowerPoint Presentation	50	16 March 2020

Week 4

Assignment	Points	Due
Midterm Exam	200	23 March 2020
Classroom PowerPoint Presentation	50	23 March 2020

Week 5

Assignment	Points	Due
Classroom PowerPoint Presentation	50	30 March 2020

Week 6

Assignment	Points	Due
Classroom PowerPoint Presentation	50	06 April 2020

Week 7

Assignment	Points	Due
Classroom PowerPoint Presentation	50	13 April 2020

Week 8

Assignment	Points	Due
Final Exam	200	20 April 2020
Classroom PowerPoint Presentation	50	20 April 2020
Final Paper	200	20 April 2020

Total Points: 1000

☰ Course Outline

Click on each week to view details about the activities scheduled for that week.

Week 1:

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter one and two f the textbook.

Week 2:

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter three and four of the textbook.

Week 3:

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter one and two of the textbook.

Week 4:

Midterm Exam
The Midterm exam will consist of 25 multiple choice questions out of Chapters 1-8.

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter one and two of the textbook.

Week 5:

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter nine and ten of the textbook.

Week 6:

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter eleven and twelve of the textbook.

Week 7:

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter thirteen and fourteen of the textbook.

Week 8:

Final Exam
Final exam will consist of 25 multiple choice questions out of chapters 9-16.

Classroom PowerPoint Presentation
Instructor will select teams in classroom. Teams will prepare a 10 minute PowerPoint presentation that will be briefed in class. The topic will be selected out of Chapter fifteen and sixteen of the textbook.

Final Paper
The final paper will be 8 pages minus the cover page and reference page. The topic must be selected out of the textbook and approved by the instructor prior to the end of week four. The paper must be 12 point font, Times New Roman, and

double spaced. You must have a minimum pf four references.

⊕ Additional Resources

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: CCHelpDesk@ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack at Students -> Academics -> Resources.

❗ Columbia College Policies and Procedures

The policies set forth in the **Policy Library** are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see **Student Policies**. For more information on policies applicable to the entire Columbia College community, see **College-Wide Policies**.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Additional Policies:

Academic Integrity and Plagiarism

Academic integrity is a cumulative process that begins with the first college learning opportunity. Students are responsible for knowing and abiding by the **Academic Integrity Policy and Procedures** and may not use ignorance of either as an excuse for academic misconduct. Additionally, all required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the **Student Accessibility Resources** office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our **ADA and Section 504 Policy for Students**.

Notice of Non-Discrimination and Equal Opportunity:

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our **Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure**.

Title IX and Sexual Misconduct

The College is committed to addressing the issues of discrimination, harassment and sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the College's **Title IX and Sexual Misconduct Policy**.

Course Policies and Procedures:

Attendance Policy

Columbia College students are expected to attend all classes and laboratory periods for which they are enrolled.

For classes with an online component, attendance for a week includes submitting any assigned online activity. Assigned activities are scheduled prior to the course commencing. Assigned activity due dates are subject to change based on actual course progression and will be adjusted as necessary. Attendance for the week is based upon the date work is submitted. A class week is defined as the period of time between Monday and Sunday (except for week 8, when the work and the course will end at 11:59 PM Central Time on Saturday.) The course and system deadlines are based on the Central Time Zone.

Students are directly responsible to instructors for class attendance and work missed during an absence for any cause. If absences jeopardize progress in a course, the College reserves the right to drop or withdraw students from classes. For additional information, see the Administrative Withdrawal for Non-Attendance heading in the **Withdrawal Policy**.

CougarMail

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

All classes rely on participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. You must keep up with the schedule of reading and writing to successfully complete the class.

No late assignments will be accepted without the prior approval of the instructor.

Acceptance of a late assignment is at the discretion of the instructor.

Make-up examinations may be authorized for students who miss regularly-scheduled examinations due to circumstances beyond their control. Make-up examinations must be administered as soon as possible after the regularly scheduled examination period and must be administered in a controlled environment.

Student Conduct

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's **Student Conduct Code** and **Acceptable Computing Use Policy**. Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the **Student Behavioral Misconduct Policy and Procedures**, and the Acceptable Computing Use Policy can be found in the Policy Library at **ccis.edu/policies**. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.