



Course Syllabus

Course Number | Name: BUS360NT – Introduction to Human Resources

Course Credits: 3

Course Duration: 8 weeks

Course Description:

Students explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices regarding recruitment, selection, training, development, and compensation of employees. Special attention is given to Equal Employment Opportunity and Occupational Safety and Health Administration legislation through a series of case studies. **Notes:** Online course offered as needed. This course is an equivalent of BUS473 Human Resources.

Applied Business Program Learning Outcomes (PLOs*):

1	Communicate effectively in a professional and diverse global environment.
2	Analyze business problems using appropriate theories and techniques.
3	Demonstrate digital literacy throughout their program.
4	Demonstrate foundational knowledge of the functional areas of business.
5	Work effectively in a team situation.
6	Articulate a biblical understanding of key business concepts.
7	Integrate discipline, specific knowledge, and skills into a complete business plan.

***Every business course must include assessments of some, but not all, of the PLOs. The highlighted ones are assessed in this course.**

Course Learning Outcomes (CLOs):

#	CLOs	Bloom's*	PLO(s)~
1	Demonstrate understanding of appropriate policies and procedures used to define the relationship between employers and employees.	3	1,2,3,4
2	Explain management skills necessary to achieve organizational goals through the use of human resource management.	4	1,2,3,4
3	Analyze the needs of an organization and propose HRM improvements in various case studies while applying a biblical lens.	4	1,2,3,4,6
4	Evaluate human resource strategies and challenges as they apply to Christian values versus legal compliance issues.	5	1,2,3,4,6

*Indicates Bloom's Taxonomy cognitive domain level.

~Indicates which PLO(s) are aligned with the CLO.

Biblical Worldview Integration Plan:

This course includes several personal narratives alongside the lessons as well as adds consideration to Christian beliefs in some case studies. HR is a complex and compliance-driven field and may not align with several conservative values. Students need to take time to consider their goals and values as they align with their career aspirations. They need to consider difficult scenarios around diversity, equality, and compliance in the field.

Required Media:

Portolese, Laura. **Human Resource Management** Version 4.0By. Discipline: Management & Organization Textbooks. 2022. ISBN (Digital): 978-1-4533-4067-7 (FlatWorld)

Grading Grid:

Assessments (# in parentheses) - # pts. each if > 1	Total Points
Discussions (8) - 25 pts. each	200
Weekly Assignments (6) - 50 pts. each	300
Presentations (2) - 100 pts each	200
Weekly Quiz (8) - 25 pts. each	200
Personal Learning Low Stakes Writeups (4) – 25 pts. each	100
Total Points:	1,000

Course Schedule:

Week 1

Media:

1. Welcome to Chapter 1 Video
2. Portolese, Chapter 1 - The Role of Human Resources
3. Three (3) Chapter 1 videos

Assignments:

1. 1-1 Essay - See Instructions in the course
2. 1-2 Quiz
3. Wk1 Discussion - See Instructions in the course

Week 2

Media:

1. Welcome to Chapters 2 & 3 Video
2. Portolese, Chapter 2 - Developing and Implementing Strategic HRM Plans
3. Four (4) Chapter 2 videos
4. Portolese, Chapter 3 - Discovery and Multiculturalism
5. Four (4) Chapter 3 videos

Assignments:

1. 2-1 Essay - See Instructions in the course
2. 2-2 Personal Learning Write up - See Instructions in the course
3. 2-3 Quiz
4. Wk2 Discussion - See Instructions in the course

Week 3

Media:

1. Welcome to Chapters 4 & 5 Video
2. Portolese, Chapter 4 - Recruitment
3. Seven (7) Chapter 4 videos
4. Portolese, Chapter 5 - Selection
5. Four (4) Chapter 5 videos

Assignments:

1. 3-1 Interview - See Instructions in the course
2. 3-2 Personal Reflection Paper - See Instructions in the course
3. 3-3 Quiz
4. Wk3 Discussion - See Instructions in the course

Week 4

Media:

1. Welcome to Chapters 6 & 7 Video
2. Portolese, Chapter 6 - Compensation and Benefits
3. Five (5) Chapter 6 videos
4. Portolese, Chapter 7 - Retention and Motivation
5. Eight (8) Chapter 7 videos

Assignments:

1. 4-1 Essay - See Instructions in the course
2. 4-2 In Paper - See Instructions in the course
3. 4-3 Quiz
4. Wk4 Discussion - See Instructions in the course

Week 5

Media:

1. Welcome to Chapters 8 & 9 Video
2. Portolese, Chapter 8 - Training and Development
3. Five (5) Chapter 8 videos
4. Portolese, Chapter 9 - Successful Employee Communication
5. Seven (7) Chapter 9 videos

Assignments:

1. 5-1 Presentation - See Instructions in the course
2. 5-2 Quiz
3. Wk5 Discussion - See Instructions in the course

Week 6

Media:

1. Welcome to Chapters 10 & 11 Video
2. Portolese, Chapter 10 - Employee Performance Management
3. Eight (8) Chapter 10 videos
4. Portolese, Chapter 11 - Employee Assessment and Talent Management
5. Five (5) Chapter 11 videos

Assignments:

1. 6-1 Essay - See Instructions in the course
2. 6-2 Quiz
3. Wk6 Discussion - See Instructions in the course

Week 7

Media:

1. Welcome to Chapter 12 Video
2. Portolese, Chapter 12 - Working with Labor Unions
3. Five (5) Chapter 12 videos

Assignments:

1. 7-1 Outline - See Instructions in the course
2. 7-2 Quiz
3. Wk7 Discussion - See Instructions in the course

Week 8

Media:

1. Welcome to Chapter 13 Video
2. Portolese, Chapter 13 - Safety and Healthy at Work
3. Five (5) Chapter 13 videos

BUS360NT - Introduction to Human Resources - Course Syllabus

Assignments:

1. 8-1 Presentation - See Instructions in the course
2. 8-2 Personal Reflection Paper - See Instructions in the course
3. 8-3 Quiz
4. Wk8 Discussion - See Instructions in the course