![North Central State College logo - NC]

# North Central State College

| **MASTER SYLLABUS** | **2025-2026** |
|---|---|

A. <u>Academic Division</u>:  Engineering Technology, Business & Criminal Justice Division

B. <u>Discipline</u>:  Business Administration

C. <u>Course Number and Title</u>:  BUSM2030 Human Resource Management

D. <u>Assistant Dean</u>:  Brooke Miller, M.B.A.

E. <u>Credit Hours</u>:  3

F. <u>Prerequisites</u>:  Take ENGL 1030 or BUSM 1170 or qualifying placement test score.

G. <u>Last Course/Curriculum Revision Date</u>:  Fall 2024     Origin date:  09/20/2011

H. <u>Textbook(s) Title</u>:

> *Human Resource Management*
> - Author(s): Gary Dessler
> - Copyright Year: 2023
> - Edition: 17$^{th}$ Edition
> - ISBN #:  9780137927395

I. <u>Workbook(s) and/or Lab Manual</u>:  None

J. <u>Course Description</u>:  Human resource management investigates a variety of functions considered essential to the personnel function of institutions, including legal compliance, job analysis, recruiting, selection, motivation, training, evaluation, compensation, and employee relations/labor relations.  A key component of the course is the practical application of HR concepts to a small/medium sized business scenario.

K. <u>College-Wide Learning Outcomes</u>

| **College-Wide Learning Outcomes** | **Assessments - - How it is met  & When it is met** |
|---|---|
| Communication – Written | |
| Communication – Oral | |
| Intercultural Knowledge and Competence | |
| Critical Thinking | |
| Information Literacy | |
| Quantitative Literacy | |

L.      Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

| Outcomes | Assessments – How it is met & When it is met |
|---|---|
| 1. Define and apply federal legal requirements related to employees in the workplace. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. Calculate the 4/5 rule demonstrating adverse impact First half of the term |
| 2. Define and apply the processes for job analysis, personnel planning/recruitment, testing and selection, and candidate interviewing. | Exams/quizzes throughout the semester. Personnel planning/recruitment, testing and selection, and candidate interviewing in the middle of the term One Continuing Company Case is completed each week of the semester. |
| 3. Summarize the training and development function as it applies to orientation, training, quality/productivity programs, performance appraisal, and career management. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. |
| 4. Explain the human resource function of compensation by detailing options for establishing pay and benefit plans with an emphasis on performance/incentive programs. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. |
| 5. Demonstrate organization communication with employees and define disciplinary and discharge procedures for unsatisfactory employees or employees caught in downsizing or mergers. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. |
| 6. Examine the importance of employee safety and health to include defining OSHA's role in the work place. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. |
| 7. Give example of the historical significance of labor union evolution in both legal and union-evolution terms. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. |
| 8. Detail the steps in union organizing, collective bargaining, impasse resolution, grievance processing, and arbitration. | Exams/quizzes throughout the semester. One Continuing Company Case is completed each week of the semester. |

M.     Recommended Grading Scale:

| NUMERIC | GRADE | POINTS | DEFINITION |
|---------|-------|--------|------------|
| 93–100 | A | 4.00 | Superior |
| 90–92 | A- | 3.67 | Superior |
| 87–89 | B+ | 3.33 | Above Average |
| 83–86 | B | 3.00 | Above Average |
| 80–82 | B- | 2.67 | Above Average |
| 77–79 | C+ | 2.33 | Average |
| 73–76 | C | 2.00 | Average |
| 70-72 | C- | 1.67 | Below Average |
| 67–69 | D+ | 1.33 | Below Average |
| 63-66 | D | 1.00 | Below Average |
| 60-62 | D- | 0.67 | Poor |
| 00-59 | F | 0.00 | Failure |

N.     College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.*  Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

*      *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf**

**North Central State College**

**SYLLABUS ADDENDUM**

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|---|---|---|---|
| **Academic Division:** | Engineering Technology, Business, and Criminal Justice | **Discipline:** | Business Management |
| **Course Coordinator:** | Brandel Boyd | | |
| **Course Number:** | BUSM-2030 | **Course Title:** | Human Resource Management |
| **Semester / Session:** | Spring 2026 / Session A | **Start / End Date:** | 1-12-26 thru 3-6-26 |

**Instructor Information**

| | | | |
|---|---|---|---|
| **Name:** | Brandel Boyd | **Credentials:** | Ph.D. Public Administration; MBA.HRM |
| **Phone Number:** | 419-755-4572 | **E-Mail Address:** | bboyd@ncstatecollege.edu |
| **Office Location:** | 233 Kehoe | **Office Hours:** | Mondays 9 AM to 2 PM |

## I.  Topical Timeline (Subject to Change):

| Weeks | Topics | Assignment | Due Date |
|---|---|---|---|
| 1 | Topic 1:  Contemporary HR Environment<br>Topic 2: HR Law (EEO and other key HR-related legal requirements to include legislation and case law). | Course Outcome & Analysis Discussion, Continuing Case Discussion, Chapter Analysis Discussion, and chapter quizzes | At close of week 1 as designated in Canvas |
| 2 | Topic 3: Job Analysis<br>Topic 4: Personnel Planning and Recruiting | Course Outcome & Analysis Discussion, Continuing Case Discussion, and chapter quizzes | At close of week 2 as designated in Canvas |
| 3 | Topic 5: Employee Testing and Selection<br>Topic 6: Interviewing | Course Outcome & Analysis Discussion, Continuing Case Discussion, SHRM Discussion, and chapter quizzes | At close of week 3 as designated in Canvas |
| 4 | Topic 7: Training<br>Topic 8: Performance Appraisal | SHRM Mid-Term Report | At close of week 4 as designated in Canvas |
| 5 | Topic 9: Establishing Pay Plans<br>Topic 10: Pay for Performance Incentive Plans | Continuing Case Discussion, Chapter Analysis Discussion, SHRM Discussion, and chapter quizzes | At close of week 5 as designated in Canvas |
| 6 | Topic 11: Benefits<br>Topic 12: Fair Treatment (organizational culture building, due process, and discipline) | Continuing Case Discussion, Chapter Analysis Discussion, SHRM Discussion, and chapter quizzes | At close of week 6 as designated in Canvas |
| 7 | Topic 13: Labor Relations | Course Outcome & Analysis Discussion, Continuing Case Discussion, and chapter quizzes | At close of week 7 as designated in Canvas |
| 8 | Topic 14: Employee Safety and Health | Course Outcome & Analysis Discussion, chapter quizzes, and Final Exam | At close of week 8 as designated in Canvas |

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|---|---|---|---|
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## III.     Grading and Testing Guidelines:

Assignments will be graded within one week after the due date. Students can work ahead, but assignments will not be graded until after they are due in case a student wants to revise and resubmit that assignment.

This course includes the following additional OPTIONAL assignments:

EXTRA CREDIT ARTICLE REVIEWS:
These articles are to be current and be of a topic related to the class. Articles must come from a journal/magazine with a publication date within the last 90 days from the due date. The review is to include a detailed reference and direct quotation from the textbook – this quote should define a related topic or definition that ties the article and class together (the student is to clarify the relationship by addressing an explanation in the review). Reviews are to be typed and double-spaced with a minimum of 300 words. Attention needs to be given to the appearance and to grammar/punctuation. Please provide a copy of the first two pages of the article. Extra Credit should be Canvas messaged to the instructor prior to the end of the term.

Extra Credit Article Reviews (5 reviews at 8 points each) ................................. 40 pts

Grading will be based on the following activities:

| Activity | Scoring | Total Points | % of Total |
|---|---|---|---|
| Discussions [Case, Analysis, & SHRM] | **15 total** (@ 10 pts each) | 150 | 18.99% |
| Course Outcome & Analysis | **6 total** (@ 20 pts each) | 120 | 15.19% |
| Chapter Quizzes | **16 total** (@ 20 pts each) | 320 | 40.51% |
| SHRM Paper | **1 total** | 50 | 6.33% |
| Final Exam | **1 total** | 50 | 6.33% |
| Attendance | **1 total** | 100 | 12.66% |
| **Total** | | **790** | **100%** |

## IV.     Examination Policy:

1.  The reasons for which a student will be excused from taking an examination _____
    a.  Hospitalization (with documented verification)
    b.  Death in the immediate family (with documented verification)
    c.  Personal illness or illness in immediate family - (doctor's excuse required).
2.  A student who misses an examination for any reason is responsible for _____
    •  Contacting me to see if making up that exam is possible
3.  No makeup opportunity will be given for absences of unscheduled quizzes.

## V.     Class Attendance and Homework Make-Up Policy:

**Attendance**
There are no face-to-face attendance requirements. It is anticipated that students will be logging into the course frequently (many times each week).
Your attendance will be marked each week as
•  fully attended (submitting all assignments for the module on time);
•  partially attended (submitting some portion of assignments for the module on time); or

- absent (not submitting any assignments for a module on time).

**Homework/Participation Requirements:**

Students must participate within the first week of the term in order to avoid being dropped for non- participation. This is a college-wide policy. Students must also participate in and achieve at least 67% success by the point of mid-term grade reporting to again avoid being dropped from the course for non- participation (another college-wide policy).

Homework can only be made up in extenuating circumstances that are approved in advance by the instructor. Assignments submitted late without instructor approval may not be graded.

If an assignment is approved to be submitted and graded late, a 20% minimum penalty will be applied. Only assignments submitted within one week of the due date will be considered for late grading.

There are no late assignments accepted after the last day of the term—NO EXCEPTIONS! Any assignments listed with due dates within finals week are final!

## VI. Classroom Expectations:

Kind and courteous discussion is required. You are not expected to agree with the viewpoint expressed by others, but you must always exhibit a professional level of communication (i.e. no rude or vulgar conversation allowed). The general rule of thumb is to always treat others with the respect that you would appreciate from them.
If concerns arise, discuss them with your instructor.

## VII. Artificial Intelligence (AI) Policy:

Artificial intelligence (AI) can be a valuable tool for academic purposes. AI may assist with generating ideas, checking grammar, and improving writing skills and other class-related tasks, but it should not be relied upon solely. Students are expected to demonstrate independent thinking and analysis and use AI to supplement their work. AI does not replace critical thinking and relying solely on AI to complete assignments undermines your learning.

Any work submitted must be the student's own, and using AI to generate entire assignments or portions of assignments is strictly prohibited and will result in academic consequences. To promote transparency and accountability, students must document their use of AI in any assignments, including the prompts or instructions they provided to the AI and any additional notes about the AI's output or their analysis. AI is not always accurate and may produce outdated, misleading, biased, or entirely incorrect information. Always verify any AI-generated content with credible academic sources.

Plagiarism, including using AI to generate assignments, not only cheats the student out of learning, but is considered a form of academic misconduct and will result in disciplinary action.