



## Human Resource Management Syllabus

**Delivery Method:** *Online, Asynchronous*

**Contact:** [support@mindedge.com](mailto:support@mindedge.com)

**Prerequisites/Co-requisites:** *None*

**Required Texts and Resources:** *MindEdge course bundle*

### **Course Description:**

This online course introduces learners to the basics of human resources management. Throughout seven segments, learners will explore the core goals and strategies of the HR function, examine best practices for employee selection and development, develop an understanding of compensation structures, and consider both the value of workforce diversity and laws relevant to its pursuit. The self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to practice HR management skills.

Topics covered in the course:

- Introduction to Human Resource Management
- Employee Selection
- Talent Management and Career Development
- Performance Management
- Data and Human Resource Management
- Compensation and Benefits
- Equal Employment Opportunity

For any questions or concerns related to content, IT, and accommodations, please contact [support@mindedge.com](mailto:support@mindedge.com)

Students will have access to the course for 1 year. Completion of all components of the material will take approximately 21 hours. Students are able to self-pace their progress through the material, as all content is delivered online and asynchronously.

### **Grading:**

A student's grade in the course will be based on their performance on a final, cumulative exam. The final exam is composed of 40 multiple-choice questions. Students will have 1.5 hours to complete the exam.

If students do not earn a passing score of 70% on their first attempt, they will have the opportunity to take the exam 1 additional time (2 total attempts). Students must wait 24 hours between exam retakes.

**Honor Code:**

At MindEdge, we believe in the power of online learning and the power of learners to improve their lives through education. We believe in the honesty and integrity of our learners and the ability of our courses to further competencies in critical subjects crucial to personal and professional development.

When taking MindEdge courses that may confer college credit equivalency, we use additional measures to ensure the integrity of end-of-course exams and projects. This includes the use of online proctoring software. End-of-course exams are those built in a self-contained MindEdge “course” — separate from the material used for learning review and study. It’s expected that learners focus exclusively on the exam when taking the exam.

- Referencing the course materials used for learning is not permitted.
- Reviewing other course materials on separate devices or screens is not permitted.
- Working in tandem or communicating with others — either in your immediate proximity or via digital methods (text, chat, FaceTime, etc.) — is not permitted.
- Using alternate browsers or browser windows and search engines of any kind to aid in answering exam questions is not permitted.

The use of the proctoring software is to help ensure these activities don’t happen. Learners are expected to abide by the proctoring process, including the verification of a learner’s true identity as the registered exam taker by providing appropriate and valid identification.

Should the proctoring process raise any flags of suspicion on the items above, MindEdge will contact the learner with the information provided by our provider.

Should MindEdge have sufficient proof that the rules of this honor code were not followed — the learner will not have the opportunity to earn college credit or other continuing education units, as applicable. Any applicable fees paid to any party to take the course are not eligible for a refund of any kind.

**Learning Objectives**

Below, learning objectives are listed according to topic.

**Introduction to Human Resource Management**

- Recognize and identify the key roles and responsibilities of the human resource management function
- Recognize and define HRM's strategic contribution to an organization
- Recognize and define human resources terms
- Recognize the relationship and partnership that exist between an organization's HR Department and its line managers, and identify the key responsibilities of each

- Differentiate between the structure and reporting relationships of a centralized and decentralized human resources function
- List and identify the five areas of HRM Planning
- List the three roles that an HR department must fulfill to maintain the ethical standards of an organization
- Identify the key global issues and business practices that impact HRM

### **Employee Selection**

- Describe various techniques for forecasting workforce needs
- Explain how to perform a job analysis
- Describe approaches for job design and redesign
- Identify various ways to engage in both internal and external recruitment
- Identify staffing practices that are alternatives to full-time employment
- Describe methods of evaluating prospective employees
- Describe types of interviews and when each is appropriate
- Explain the role of orientation and onboarding when making a new hire

### **Talent Management and Career Development**

- Understand and effectively communicate the value of a career development program
- Describe the five stages in the career life cycle (Beginning, Developing, Mid-Career, Mastery and Maintenance, Retirement), and the needs an employee has at each stage of the cycle
- Outline the tools for career development (training, education, job rotation, transfers, overseas assignments, mentoring, networking, volunteer work, formal career planning)
- Understand the issues HR departments face with career management
- Apply relevant patent and copyright law to the development of professional training
- Evaluate employee skill gaps as part of a training needs analysis
- Understand the various types of job training and the strengths and weaknesses of each
- Understand the circumstances that call for managerial coaching and apply it effectively
- Apply knowledge of leadership styles and management techniques to leadership development

### **Performance Management**

- Explain the value of a performance management system
- Consider the advantages and disadvantages of different performance appraisal methods
- Conduct a performance management interview
- Describe various performance-based incentive strategies
- Apply organizational development practices alongside individual performance management
- Describe the process of Management by Objectives
- Apply methods of quality management to products and services

## **Data and Human Resource Management**

- Explain the value of big data and analytics for human resource managers
- Identify different types of data that are useful for human resource managers
- Describe various ways of analyzing data
- Perform simple data analyses and understand some basic analytic tools
- Develop a plan for collecting data
- Understand the advantages and disadvantages of certain data types and collection methods
- Distinguish between correlation and causation
- Identify some biases and errors that data collection may be subject to
- Present data in clear and compelling ways
- Consider the advantages and disadvantages of different ways to store data
- Reflect on some of the threats of big data, including threats to confidentiality and privacy as well as the potential for discrimination

## **Compensation and Benefits**

- Differentiate between compensation systems
- Distinguish between legally mandated and discretionary benefits
- Explain how compensation and benefits relate to employee motivation
- Describe different healthcare plans and their advantages and disadvantages
- Identify the value of benefits that help employees achieve work-life balance
- Define pay for performance
- Define differential pay
- Describe methods of achieving pay equity
- Distinguish between employees and independent contractors
- Distinguish between exempt and nonexempt employees
- Comply with relevant state and federal "wage and hour" laws

## **Equal Employment Opportunity**

- Explain significant employment and anti-discrimination laws
- Explain important equal employment opportunity concepts
- Describe the basic steps for dealing with discrimination complaints
- Describe the core elements of an affirmative action program
- Recognize different forms of harassment and discrimination
- Explain the EEOC's process for handling workplace discrimination charges