



**LAMAR INSTITUTE  
OF TECHNOLOGY**

## **HUMAN RESOURCE MANAGEMENT HRPO 2301 2A1**

### **INSTRUCTOR CONTACT INFORMATION**

Instructor: Kara Booth  
Email: knbooth@lit.edu  
Office Phone: N/A  
Office Location: N/A  
Office Hours: Virtual Upon Request

### **CREDIT**

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

### **MODE OF INSTRUCTION**

Online

### **PREREQUISITE/CO-REQUISITE:**

None

### **COURSE DESCRIPTION**

Behavioral and Legal approaches to the management of Human Resources in organizations.

### **END-OF-COURSE OUTCOMES**

Upon completion of this course, the student will be able to;

- Explain the development of Human Resources Management.
- Identify Current Methods of Job Analysis, Recruitment Selection, Training and Development, Performance management, Promotion, and Separation.
- Describe the Ethical, Social, and Legal Responsibilities of Management.
- Explain Methods of Compensation and Benefits Planning.
- Describe the Role of Strategic Human Resources Planning.

### **PROGRAM STUDENT LEARNING OBJECTIVES**

- Student demonstrates professionalism in the administrative workplace environment.
- Student uses appropriate business administration skills.
- Student creates effective business documents by applying ethical communication practices.
- Student evaluates business documents

### **REQUIRED TEXTBOOK AND MATERIALS**

- Human Resources Management, v. 4.0, Laura Portolese, Flatworld, ISBN: 978-1-4533-4067-7  
<https://students.flatworldknowledge.com/course/2603300>

## ATTENDANCE POLICY

Attendance is taken from the Blackboard attendance log.

Lack of attendance for more than 2 weeks may influence your grade.

## DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process.

If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

## COURSE CALENDAR

DATE	TOPIC	READINGS (Due on this Date)	ASSIGNMENTS (Due on this Date)
Week 01	The Role of Human Resources	Chapter 01	Discussion Board (DB): Intro Chapter 01 Quiz
Week 02	Developing and Implementing Strategic Human Resource Management (HRM) Plans	Chapter 02	DB: HRM Focus Chapter 02 Quiz
Week 03	Diversity & Multiculturalism	Chapter 03	DB: Diversity Policy Chapter 03 Quiz ; Unit 01 Exam
Week 04	Recruitment	Chapter 04	DB: Job Descriptions Chapter 04 Quiz
Week 05	Selection	Chapter 05	DB: The Right Candidate for the Right Job Chapter 05 Quiz
Week 06	Compensation & Benefits	Chapter 06	DB: Salary Ranges Chapter 06 Quiz
Week 07	Retention & Motivation	Chapter 07	DB: Recruitment by Benefits Chapter 07 Quiz
Week 08	Training & Development	Chapter 08	DB: Training on Youtube Chapter 08 Quiz ; Unit 02 Exam
Week 09	Successful Employee Communication	Chapter 09	DB: Emotional Intelligence Chapter 09 Quiz Mid-Term Project
Week 10	Employee Performance Management	Chapter 10	DB: Progressive Discipline Chapter 10 Quiz
Week 11	Employee Assessment & Talent Management	Chapter 11	DB: SMART MBOs Chapter 11 Quiz Unit 03 Exam
Week 12	Working with Labour Unions	Chapter 12	DB: NLRB Weekly Case Summary Chapter 12 Quiz
Week 13	Safety & Health at Work	Chapter 13	DB: Reduce CTS Chapter 13 Quiz
Week 14	International HRM	Chapter 14	DB: International HRM

			Chapter 14 Quiz Unit 04 Exam
Week 15			DB: Personality Portfolio Final Project
Week 16			Final Exam

### **COURSE EVALUATION**

Final grades will be calculated according to the following criteria:

- Discussion Boards 15%
- Unit Quizzes 25%
- Mid-Term Project 20%
- Final Project 20%
- Final Exam 20%

### **GRADE SCALE**

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

### **TECHNICAL REQUIREMENTS**

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

### **DISABILITIES STATEMENT**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email [specialpopulations@lit.edu](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

### **STUDENT CODE OF CONDUCT STATEMENT**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT*

*Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu). Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

## **STARFISH**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

## **ADDITIONAL COURSE POLICIES/INFORMATION**

To be successful in this online course, students MUST:

- Log-in to Blackboard 4-5 times per week. Regular and reliable access to Blackboard through an Internet connection is required for this online class.
  - Students are required to view the recorded lectures, and the PowerPoint files provided on Blackboard.
- Submit a formal research project by the due date shown on the course calendar. Failure to submit a research paper will result in a failing course grade.
- Complete the comprehensive Final Exam by the due date shown on the course calendar. Failure to take the Final Exam will result in a failing course grade.

## **DEPARTMENT/PROGRAM INFORMATION**

Business Technology

Program: Management & Entrepreneurship

Director: Matthew Johnson

Email: [mtjohnson@lit.edu](mailto:mtjohnson@lit.edu)

Phone: 409.234.8892