

MGT 3750 - Fundamentals of Human Resources

Fall 2026 Syllabus, Section 04, CRN 41100,

Credit hours: 3

Instructor

Kimberly Pleva

Email: kmpleva@ysu.edu

Public Instructor Information

Professor: Ms. Kimberly Pleva, SPHR, SHRM-SCP

Professional Qualifications:

- *Master's in Business Administration, Youngstown State University*
- *Bachelor's in Business Administration, Youngstown State University*
- *Certification, Senior Professional in Human Resources (SPHR), Human Resource Certification Institute (HRCI)*
- *Certification, Senior Certified Professional in Human Resources (SHRM-SCP), Society for Human Resource Management (SHRM)*
- *16 years of senior level human resource experience at a Fortune 200 corporation with leadership in employee relations, workforce development and planning, recruiting/selection, compensation, skills assessments, succession planning, safety and learning and development.*

Office: *Williamson Hall, Room 3309*

Phone: *330-941-1891*

Course Description

3750. Fundamentals of Human Resources. This introductory course provides a comprehensive overview of the fundamental principles of Human Resource Management (HRM). Students will explore key concepts such as individual and group decision-making, motivation, perceptions, and attitudes, and their impact on HR processes. Topics covered include job design, employee selection, organizational development, total rewards, employee relations, and workplace health, safety, and security. This course serves as the first step in a series of HR courses, equipping students with the essential knowledge and skills needed for advanced HR studies. Prereq.: 2.5 GPA. Prereq. or Coreq.: MGT 3725 (may be taken concurrently). 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Human Resource Management	Dessler, Gary	13-9780-13-792739-5

- Each week a learning module will be released on Blackboard covering one large topic. The module will contain items to support the week's learning such as readings, videos, and assignments. All recommended course readings and links are listed in the schedule at the end of this document.
- Each module should be reviewed thoroughly before starting any work. Start by reviewing the "Welcome" page. This covers all the details for that module including assignments.
- After reading the objectives, read all the readings for the week. This will contain key content to aid in completing any work (including discussion boards). THEN, start your work for the week.

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.



Schedule of Topics and Assignments

Week of	Reading(s)	Proposed Topic	Due/To Prepare for Class
8/24	Textbook Chapter 1 Textbook Chapter 2 Summary of Employment Laws - KMPleva	Foundations of HR: Understanding Human Resource Management & Employment Law	Discussion Board DUE 8/27 Quiz DUE 8/30
8/31	Textbook Chapter 5 Textbook Chapter 6 Textbook Chapter 7 17 Effective Employee Selection Methods to Consider https://www.indeed.com/career-advice/career-development/employee-selection-methods Selection Process: 7 Steps & Best Practices to Hire Top Talent https://www.aihr.com/blog/selection-process-practical-guide/	Talent Acquisition: Navigating Recruitment & Selection	Discussion Board DUE 8/31 Quiz DUE 9/6
9/7	Textbook Chapter 8 Textbook Chapter 10 (except pgs. 317-323) What is Employee Training & Development? https://www.td.org/talent-development-glossary-terms/what-is-employee-training-and-development New Employee Orientation: 9 Best Practices To Apply https://www.aihr.com/blog/new-employee-orientation/	Building Skills for Success: The Essentials of HR Training & Development	Discussion Board DUE 9/10 Quiz DUE 9/13
9/14	Textbook Chapter 9 Managing dismissals from Chapter 10 (p. 317 – 323)	Performance Management: Appraisals, Coaching & Retention	Discussion Board DUE 9/17 Quiz DUE 9/20
9/21	Textbook Chapter 11 (No job evaluation p. 348-362) Textbook Chapter 12 Textbook Chapter 13 What is an Employee Compensation Plan? https://www.paychex.com/articles/human-resources/what-is-a-compensation-plan How to Create a Desirable Compensation Plan https://www.businessnewsdaily.com/15831-create-compensation-plan.html Employee Benefits in 2024: The Ultimate Guide https://www.forbes.com/advisor/business/employee-benefits/	Total Rewards: Employee Compensation & Benefits	Discussion Board DUE 9/24 Quiz DUE 9/27
9/28	Textbook Chapter 15 How Does Collective Bargaining Work? https://www.nea.org/sites/default/files/2022-07/How%20Does%20Collective%20Bargaining%20Work%3F%20A%20Step-by-Step%20Guide.pdf What is a Grievance: Everything You Need to Know https://www.upcounsel.com/what-is-a-grievance	Managing Labor Relations: Union Organization, Bargaining & Grievance Resolution	Discussion Board DUE 10/1/26 Quiz DUE 10/4



10/5	Textbook Chapter 14 Organizational Behavior (OB): What It Is and Why It Matters https:// www.investopedia.com/terms/o/ organizational-behavior.asp "Employee Relations Best Practices to Stay Union-Free" https://www.linkedin.com/ pulse/employee-relations-best-practices- stay-union-free-walter-orechwa/	Building Positive Employee Relations with Organizational Behavior	Discussion Board DUE 10/8 Quiz DUE 10/11
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The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.