



This course supports the assessment for Introduction to Human Resource Management. The course covers 8 competencies and represents 3 competency units.

Introduction

Getting Started

To navigate to this course, please click the “Launch Course” button in "Preparing for Success". This will take you to the courseware where you will find all of the chapters and activities necessary to do well in this course. Below that you will also find the welcome video and a list of competencies for this course.

Watch the following introduction video for this course:

Note: To download this video, right-click the following link and choose "Save as...": [download video](#).

Competencies

This course provides guidance to help you demonstrate the following 8 competencies:

- **Competency 3037.1.1: Human Resource Management**
The graduate articulates the strategic roles of human resource management.
- **Competency 3037.1.2: The Employment Relationship**
The graduate explains the employment relationship and influential factors.
- **Competency 3037.1.3: Forecasting and Planning**
The graduate forecasts the human resource needs of the organization and plans the steps necessary to meet those needs.
- **Competency 3037.1.4: Recruitment**
The graduate explains the process of recruiting a qualified group of candidates.
- **Competency 3037.1.5: Employee Selection**
The graduate explains the process of selecting employee(s) for a position.
- **Competency 3037.1.6: Employee Training and Development**
The graduate explains common training and development activities that improve an employee’s current and future job performance.
- **Competency 3037.1.7: Employee Compensation and Benefits**
The graduate evaluates the contributions of employees in order to distribute direct and indirect monetary, and non-monetary, rewards.
- **Competency 3037.1.8: Employee Performance Evaluation**
The graduate identifies a system for measuring, evaluating, and influencing an employee’s work performance.

Preparing for Success

Topics and Pacing

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing



guide carefully to complete the course in the suggested timeframe.

Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.

Week/Topic

1. Topic 1: The Dynamic Environment and Roles of HR Managers
Topic 2: Equal Employment Opportunity: The Legal Environment of HR
2. Topic 3: Forecasting and Planning
Topic 4: Recruiting Qualified Applicants
3. Topic 5: Selecting and Testing Applicants
Topic 6: Employee Training and Development
Topic 7: Performance Management
4. Topic 8: Organizational Development and Change
Topic 9: Compensating Employees
Topic 10: Benefits for Employees
Complete the overall assessment in MyEducator
5. Complete the pre-assessment and review as needed
6. Complete the assessment for the course

Learning Resource Tips

MyEducator

You can access the learning resources listed in this section by clicking on the links provided throughout the course. You may be prompted to log in to the WGU student portal to access the resources.

All of the course content will be found within the following MyEducator course:

- Introduction to Human Resources

The course is structured in such a way as to match your preassessment and objective assessment reports—each MyEducator lesson corresponds to each assessment topic, that way, based on the results of your preassessment, you will know exactly which areas need the majority of your attention before taking the final exam.

Note: Once you have entered the MyEducator course environment, it is not necessary to come back to this environment until you are ready to take your final assessment.

Note: Appendices A – C in MyEducator are not part of this course. You do not need to read them but they are available if you wish to review the content.

As you complete each course module, follow these steps:



- Use the study guide as you complete the module materials.
- Read the entire module.
- Assess your knowledge by completing chapter activities and module quizzes.
- Utilize the flashcards feature located on the right hand side column within My Educator. Flashcards are located at the top right menu bar under “Student Menu”. Drop down to the “Materials” page to access the downloadable instructions.
- Review materials as needed before moving on to the next section.
- Attend content-related webinars as needed.

If you need help please navigate to the Preparing for Success, Accessibility Policy, and Support sections found in the navigational menu to the left.

Minimum Technical Requirements

None

When you are ready to begin the course, click the "Launch Course" button:

[Launch Course](#)