MGMT 3312A - Intro to Human Resorc Mgmt Lab - Fall 2021

CRN: 15827

Dates: Aug 23 to Dec 2

Course Time and Classroom: Mon 3:00 – 4:50 PM, COBA 320

Office Hours: Mon 9:00 – 11:00 AM and Wed 1:30 - 4:00 PM or by appointment, COBA 315

Instructor: Jinxin Yang

Email: jyang10@miners.utep.edu

Communication Methods:

- **F2F/Online.** This includes course meetings and office hours. Students may also meet in person or online with the professor using Zoom, Microsoft Teams or Blackboard Collaborate at any mutually agreed upon time.

- **Email.** Any questions about the class, assignments, etc. may be sent to my email: jyang10@miners.utep.edu

- **Course Messages.** You may use Course Messages tool in Blackboard to contact the professor if you have any questions. Course messages are private and secure text-based communication that occurs within this course among course members. Everyone can use messages for reminders, quick questions, and social interactions.

- **Discussion Board.** There will also be a Q&A Discussion Forum on Blackboard to allow students to post their questions. The professor and other students can respond to the questions.

Self-Monitoring Skills Needed to be Successful

Many people can learn how to use computer technology, online databases, etc. However, experience has shown that some people are particularly well-suited to this type of work. Those who are successful enact the following characteristics as they interact with their computers, software, cloud-based systems, help desk personnel, etc. Being an expert at information technology is not an excuse for acting rudely or arrogantly toward people. Therefore, carefully monitor yourself to make sure that you are enacting these characteristics as you work through this lab course. Take notes of your own behavior throughout the course and then compare your behaviors to the 4 standards listed below.

1. **Patience:** not demanding answers immediately, but being willing to tolerate delays, problems, or glitches without expressing anger.

2. **Perseverance:** willingness to keep asking questions and being persistent in working through assignments despite delays or impediments.

3. **Flexibility:** willingness to change and try different ways of doing things when interacting with others.

4. **Kindness:** being friendly, generous in helping others and accepting help, and considerate of other people’s feelings.
Five things that you will do in this course

1. Study the assigned chapters.
2. Complete online interactive learning exercises through SIMNet.
3. Complete online interactive training modules from the MyLearning Vantage Human Capital Management learning management platform that are provided to you, courtesy of ADP.
4. Do the end of course integrative customized capstone exercises that will be posted in Blackboard.
5. Participate in the graded online discussion board for this class in Blackboard.

1. Study the Assigned Chapters

Read and Study the Introduction Chapter and first 6 Chapters of the online textbook, *Microsoft Excel 365 Complete in Practice 2019*, by Stuart and Nordell. You will have lifetime access to this textbook online as part of your SIMNet subscription.

To obtain or renew your SIMNet subscription click on this URL or paste it into your browser utep.simnetonline.com

After you have set up or renewed your account then you follow the instructions in the video below to register for this class: [http://video.mhhe.com/watch/3YNBRx7rG68CYKLSQ2FUoZ](http://video.mhhe.com/watch/3YNBRx7rG68CYKLSQ2FUoZ)

Make sure that you choose the correct CLASS NAME AND SECTION NAME:

CLASS NAME: MGMT 3312A Intro to Human Resource Management Lab

SECTION NAME: Fall 2021_CRN 15827

2. Interactive Learning Exercises SIMNet: Assignments and Instructions (50% of final grade)

Task

You will study each learning part (including lessons and projects) before completing 5 online exams in SIMNet. The questions range from introductory to advanced. These exams will confirm the knowledge and skills that you will acquire that will help you to complete the exercises that are assigned for the last week of class.

Log in and follow the instructions that SIMNet provides.

Listed below are the assigned dates to start each chapter. You must complete them in sequence. However, just in case there are unforeseen problems, the formal due dates are Dec 2, 2020.
### Start Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapters and Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 23</td>
<td>Course Introduction&lt;br&gt;Intro Chapter – Windows 10, Office 365/2019, and File Management Learning</td>
</tr>
<tr>
<td>Sep 6 (Labor Day)</td>
<td>Excel – Chapter 1 – Creating and Editing Workbooks Learning (self-study)</td>
</tr>
<tr>
<td>Sep 13</td>
<td>Excel – Chapter 1 – Creating and Editing Workbooks Exam A</td>
</tr>
<tr>
<td>Sep 20</td>
<td>Excel – Chapter 2 – Working with Formulas and Functions Learning</td>
</tr>
<tr>
<td>Sep 27</td>
<td>Excel – Chapter 2 – Working with Formulas and Functions Exam</td>
</tr>
<tr>
<td>Oct 4</td>
<td>Excel – Chapter 3 – Creating and Editing Charts Learning</td>
</tr>
<tr>
<td>Oct 11</td>
<td>Excel – Chapter 3 – Creating and Editing Charts Exam</td>
</tr>
<tr>
<td>Oct 18</td>
<td>Excel – Chapter 4 – Formatting, Organizing, and Getting Data learning</td>
</tr>
<tr>
<td>Oct 25</td>
<td>Excel – Chapter 4 – Formatting, Organizing, and Getting Data Exam</td>
</tr>
</tbody>
</table>

### 3. ADP MyLearning Assignments (32% of final grade)

These are applied real-world learning modules from one of the top providers of Human Capital Management services in the world. These will enable to learn how human resource information systems can be transformed into useful human capital management systems.

**Instructions.** Complete the following online learning assignments. These are all online or self-study courses. Please remember not to proceed the bellowing registration process until the instructor’s further announcement during the first few weeks.

Once you are logged in to your ADP account open the [https://learnadp.litmos.com/courses/library](https://learnadp.litmos.com/courses/library) (If you cannot access your myLearning@ADP system, please go to [https://learnadp.litmos.com](https://learnadp.litmos.com) and click the Forgot Password? link. The account username is your utep email address.) and scroll to find each of these learning modules.

The learning modules will require you to listen to audio instructions so make sure that your speakers, earphones, or headphones work.

As you work through the modules you may be asked to answer questions to verify that you have successfully comprehended the material presented. When you have finished, upload evidence of successful completion of each of these learning modules (e.g. a pdf file showing all your certificates or your overall training record from the MyLearning system) into **Blackboard**.
<table>
<thead>
<tr>
<th>Start Dates</th>
<th>Topics and Exams</th>
</tr>
</thead>
</table>
| Nov 1       | ADP Vantage HCM - myADP  
ADP Vantage HCM – Advancing your Proficiency – Business Analytics  
ADP Security Management Services |
| Nov 8       | ADP Vantage HCM – Business Analytics – Step 1  
ADP Vantage HCM – Business Analytics – Step 2  
ADP Vantage HCM – Business Analytics – Step 3 |
| Nov 15      | ADP Vantage HCM – Recruiting – Step 1  
ADP Vantage HCM – Recruiting – Step 2  
ADP Vantage HCM – Recruiting – Step 3 |
| Nov 22      | ADP Vantage HCM – Talent – Step 1  
ADP Vantage HCM – Talent – Step 2  
ADP Vantage HCM – Talent – Step 3 |
| Nov 29      | Final Exercises  
(Reflective paper and Excel HR Application Practice) |

4. **Integrative Customized Capstone Exercises, on Blackboard (13% of final grade)**

**Final Exercises: All are due by Dec 3**

- **Reflective Paper:**

Write a 2-page summary (500 to 800 words) in Microsoft Word that lists the challenges, problems, difficulties, and/or frustrations that you encountered in this class. Explain how you monitored yourself or sought for help when these things happened and demonstrated Patience, Perseverance, Flexibility, and Kindness. Upload this document to Blackboard.
The grading rubric for reflective paper will be as follows:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Unacceptable</th>
<th>Developing</th>
<th>Acceptable</th>
<th>Exemplary</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takeaways or Reflections</td>
<td>Included no takeaways or reflections from SIMNet or ADP.</td>
<td>Included 2 takeaways or reflections from SIMNet or ADP and provided some justification.</td>
<td>Included 2 takeaways or reflections from SIMNet and 2 from ADP and provided sufficient justification.</td>
<td>Included 2 takeaways or reflections from SIMNet and 2 from ADP and provided thorough justification.</td>
<td></td>
</tr>
<tr>
<td>Self-Monitoring Skills</td>
<td>Did not identify any self-monitoring skills from SIMNet or ADP.</td>
<td>Provided some idea regarding identifying self-monitoring skills from SIMNet or ADP.</td>
<td>Introduced adequate self-monitoring skills from SIMNet or ADP.</td>
<td>Described clearly self-monitoring skills from SIMNet or ADP.</td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td>Did not express ideas clearly.</td>
<td>Some ideas were expressed clearly using precise words and phrases to support the argument.</td>
<td>Most ideas were expressed clearly using precise words and phrases to support the argument.</td>
<td>All ideas were expressed clearly using precise words and phrases to support the argument.</td>
<td></td>
</tr>
<tr>
<td>Grammar and Spelling</td>
<td>Demonstrated many errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td>Demonstrated some errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td>Demonstrated few errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td>Demonstrated no errors in use of capitalization, punctuation, spelling, and grammar.</td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>Did not project an overall professional image and did not address relevant ideas/issues.</td>
<td>Offered some sense of professionalism and addressed relevant ideas/issues.</td>
<td>Completed in a professional manner and addressed most relevant ideas/issues.</td>
<td>Showed clear professionalism and addressed all ideas/issues in a complete and competent manner.</td>
<td></td>
</tr>
</tbody>
</table>

Total:

- **Excel HR Application Practice:**

Using the skills that you learned in the SIMNet exercises and that data that you will be provided, prepare a professional looking spreadsheet with a table that graph that summarizes numbers and percentages of employees by Gender across different Establishment codes (e.g., HDQTR, HSPTL, MANUF). Upload this Table and Graph to Blackboard.
5. Participation in Graded Online Discussion Board, on Blackboard (5% of final grade)

Discussions among and between learners is an important part of learning topics like information technology related to Human Resource Management. For that reason, it is important that students participate in the discussion board in this class.

Instructions:

Topics will be posted by the instructor each week. These are separate from the Question and Answer Discussion Forum questions that students may post and reply to that will not be graded.

Click the title of the initial thread to participate. Click Reply to the prompt and respond as appropriate. Do not create a new thread.

Each student must participate at least once in the discussion and reply to comments made by others.

All comments are to be completed no later than 11:59 PM Saturday of the same week.

A low grade would apply to simple comments like this example, “I like what you said.”

A high grade would apply to comments like these examples,

“I partially agree with what you said because when I tried to access the software section X, I couldn’t at first, but then I referred back to the text for help and called the helpline at 1-800-xxx-xxxx and they told me how to do it. The problem was I was using the wrong browser, but when I switched to Google Chrome it worked” or

“I really understand how you feel. I was frustrated at first too. However, I then looked at chapter X page X and found the I should have done Steps A, B, and C first. When I did all of those it worked correctly.”

The grading rubric for discussion board posts will be as follows:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>0 Point</th>
<th>1 Point</th>
<th>2 Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timely</td>
<td>Last minute</td>
<td>Somewhat before the deadline</td>
<td>Early enough so that others could reply</td>
</tr>
<tr>
<td>Relevant</td>
<td>Not relevant to the post</td>
<td>Somewhat Relevant</td>
<td>Directly relevant to the post</td>
</tr>
<tr>
<td>Clarity</td>
<td>Unclear what was said</td>
<td>Somewhat clear</td>
<td>Very clear and easy to understand</td>
</tr>
<tr>
<td>Respectful and Encouraging</td>
<td>Disrespectful or negative toward others</td>
<td>Somewhat respectful and encouraging</td>
<td>Very positive and motivational</td>
</tr>
<tr>
<td>Helpful</td>
<td>Did not help others learn</td>
<td>Provided some help for others</td>
<td>Excellent advice that others could follow</td>
</tr>
</tbody>
</table>

Total:
6. Grading Guidelines

Grades for this course will be based on the following grading guidelines:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMNet Lessons Learning</td>
<td>25%</td>
<td>90% or above A</td>
</tr>
<tr>
<td>SIMNet Exams</td>
<td>25%</td>
<td>80% or above B</td>
</tr>
<tr>
<td>ADP Modules</td>
<td>32%</td>
<td>70% or above C</td>
</tr>
<tr>
<td>Discussion Questions</td>
<td>5%</td>
<td>60% or above D</td>
</tr>
<tr>
<td>Excel HR</td>
<td>5%</td>
<td>Below 60%</td>
</tr>
<tr>
<td>Application Practice</td>
<td>5%</td>
<td>F</td>
</tr>
<tr>
<td>Reflective Paper</td>
<td>8%</td>
<td></td>
</tr>
</tbody>
</table>

Note: Some curve work may be provided for bonus points based on contingencies.

7. Course Policies

Accommodations for Disabilities
If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.utep.edu/student-affairs/cass.

Academic Dishonesty
The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculties insist on adherence to these standards.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity.

UTEP Policies Related to COVID-19
Although in-person activities have resumed on the UTEP campus, the University continues to evaluate regional COVID-19 data and monitor guidance from the Texas Department of State Health Services and the Centers for Disease Control and Prevention (CDC). Here are some important things to keep in mind:

Stay home when you’re sick. If you experience COVID-19 symptoms, get tested. Testing is available to students at the Student Health and Wellness Center. Learn more at utep.edu/covidtesting.
Vaccination is the most important thing we can do to take care of ourselves and each other. Visit [epcovidvaccine.com](http://epcovidvaccine.com) to learn about UTEP’s on-campus vaccine clinics and find the numerous sites where you can receive a free COVID-19 vaccination.

To reduce the risk of becoming infected with the Delta variant and potentially spreading it to others, the [CDC recommends](https://www.cdc.gov/coronavirus/2019-ncov/covid-updates/reducing-spread.html) that fully vaccinated people:

Do not need to wear a mask outdoors but may choose to wear a mask in crowded outdoor settings if they or someone in their household is immunocompromised.

Wear a mask in public indoor settings if they are in an area of [substantial or high transmission](https://www.cdc.gov/coronavirus/2019-ncov/transmission/transmission.html) (El Paso County is currently in an area of substantial transmission).

Wear a mask in public indoor settings if they or someone in their household is immunocompromised or at [increased risk for severe disease](https://www.cdc.gov/coronavirus/2019-ncov/sexual-health/covid-19-faq.html) or if someone in their household is unvaccinated.

The vaccination rate in El Paso is over 80% and the vaccination rate among UTEP faculty and staff is over 90%. The vaccination rate among students is fluid as the student body changes each term. Learn more about the local situation here: [epstrong.org/results.php](http://epstrong.org/results.php).

Please find more, if needed, at [https://www.utep.edu/resuming-campus-operations/faqs/faculty-and-staff.html#](https://www.utep.edu/resuming-campus-operations/faqs/faculty-and-staff.html#).

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**PLEASE NOTE: PROVEN VIOLATIONS OF THE DETAILED REGULATIONS, AS PRINTED IN THE HANDBOOK OF OPERATING PROCEDURES (HOP) AND AVAILABLE IN THE OFFICE OF THE DEAN OF STUDENTS, MAY RESULT IN SANCTIONS RANGING FROM DISCIPLINARY PROBATION, TO FAILING GRADES ON THE WORK IN QUESTION, TO FAILING GRADES IN THE COURSE, TO SUSPENSION OR DISMISSAL, AMONG OTHERS.**

Examples of academic dishonesty could include having someone else do work for you, allowing someone else to know and use your login ID and/or password.

All research papers, term papers, or other writing intensive assignments must adhere to APA style. Students are expected to submit all papers with appropriate citation, references, etc. If you are unsure of the parameters of this writing style, please contact the instructor within the first week of classes for further information. Style guides are available in the University Bookstore.

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**IMPORTANT NOTICE: THE CONTENT IN THIS SYLLABUS MAY BE SUBJECT TO CHANGE.**