

MANAGEMENT 2240 Human Resource Management

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Attracting, selecting, training and maintaining the human assets of an organization. Includes human resource planning, job design, performance appraisal, motivations, methods of compensation, workplace policies, labor relations, and internationalization of human resource management function. **Prerequisites: Business 1100 and Management 2210 are recommended but not required.** (3 credit hours)

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on [Click here for prices of required textbook\(s\) and supplies](#) and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE OUTLINE

Part	Chapter Content
1	Human Resource Management in Organizations Strategic HR Management and Planning Equal Employment Opportunity
2	Workers, Jobs, and Job Analysis Human Resource Planning and Retention Recruiting and Labor Markets Selecting Human Resources
3	Training Human Resources Performance Management and Appraisal
4	Total Rewards and Compensation Incentive Plans and Executive Compensation Managing Employee Benefits
5	Risk Management and Worker Protection Employee Rights and Responsibilities Union/Management Relations

COURSE REQUIREMENT

The course includes two types of assignments: HRM Case Study from the textbook which enable the student to apply chapter concepts to HR scenarios – and – HR Policies which enable the student to apply chapter concepts to routine HR policies for a simulated company. These include job descriptions, performance evaluations, compensation, sexual harassment, etc. These portfolio assignments provide the student with a working set of policies and procedures at the conclusion of the term.

EVALUATION/GRADING

The following grading scale is used for the course.

Grading Scale

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

SATISFACTORY/FAIL OPTION

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions, including the timeframe for requesting this option.

INCOMPLETE GRADE POLICY

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details concerning the timeline to request this option, as well as the amount of work that needs to be completed before this option is possible.