

CATAWBA COLLEGE
MGT. 2562: HUMAN RESOURCES MANAGEMENT
FALL 2021
OCTOBER 13, 2021- DECEMBER 07, 2021

INSTRUCTOR: Mr. Clincy Trammell IV, MBA/ MHRM **OFFICE:**
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TEXT: The textbook is an eBook you purchase when signing up for Cengage MindTap or at the Catawba Bookstore. Managing Human Resources by Snell, Morris, & Bohlander (18th Edition)
ISBN: 9781337389624

How to access your MindTap course

Instructor : Clincy Trammell IV
Start Date : 10/13/2021

What is MindTap?

MindTap empowers you to produce your best work – consistently. MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. Get started today!

Registration

Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPP1PKQ6N6C/initial-course-confirmation>

Follow the prompts to register your MindTap course.

Payment

After registering for your course, you will need to pay for access using one of the options below:

Online: You can pay online using a credit or debit card, or PayPal.

Bookstore: You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.

Free Trial: If you are unable to pay at the start of the semester you may choose to access MindTap until 11:59 PM on 10/26/2021 during your free trial. After the free trial ends you will be required to pay for access.

Please note: At the end of the free trial period, your course access will be suspended until your payment has been made. All your scores and course activity will be saved and will be available to you after you pay for access.

Already registered an access code? Bought MindTap at your bookstore or online? Now use the course link from your instructor to register for the class: <https://www.cengage.com/dashboard/#/course-confirmation/MTPP1PKQ6N6C/initial-course-confirmation>

System Check

To check whether your computer meets the requirements for using MindTap, go to <http://ng.cengage.com/static/browsercheck/index.html>

Please Note: the System Check is also accessible in the drop down box next to your name located in the upper right corner of your MindTap page.

Course Key: MTPP-1PKQ-6N6C

If you need help getting started email Mr. Trammell.

LEARNING OUTCOMES

Students will be able to...

1. Identify how firms gain a sustainable competitive advantage through people.
2. Explain the reasons behind passage of EEO legislation and its impact on HRM.
3. Discuss the various job characteristics that motivate employees.
4. Differentiate and explain the different adjustments in work schedules.
5. Explain the advantages and disadvantages of external and internal recruitment.
6. Describe the conditions that help make a career management program successful.
7. Describe the various decision strategies for selection.
8. Identify the types of training methods used for managers and nonmanagers.
9. Identify the characteristics of an effective appraisal program and the various methods used for performance evaluation.
10. Discuss the basic requirements for successful implementation of incentive programs.
11. Describe what management can do to create a safe work environment.

COURSE POLICIES

Deadlines are specified in the list of assignments you must meet those deadlines. All work must be completed by the end of the block—**December 3, 2021**.

INSTRUCTION METHODS

The methods to be used in this class will include reading of the chapters in the text, MindTap exercises online, submission of answers to discussion questions, participation in an online threaded discussion, and exams.

LEARNING ASSESSMENTS

Term Paper	5%
Discussions	15%
Chapter Quizzes	30%
MindTap Exercises	30%
Midterm Exam	10%
Final Exam	10%
Total Points	100%
Item	Percentage

Items used for
grading:

LETTER GRADES BASED ON PERCENT OF TOTAL POINTS EARNED

92 - 100%.....A	80 - 81%.....B-	68 - 69%.....D+
90 - 91%.....A-	78 - 79%.....C+	62 - 67%.....D
88 - 89%.....B+	72 - 77%.....C	60 - 61%.....D-
82 - 87%.....B	70 - 71%.....C-	59% and below.F

Discussion Board in Blackboard

Each week there is a discussion question assigned. You are required to answer that question in the discussion thread. After posting your answer you are required to respond at least two more times. These additional responses can be follow-up questions by the instructor or posts from other students. Students responses should add to the discussion. Posts such as, "I agree" or "That was a good post" are not acceptable.

COURSE SCHEDULE

DATE	Module	TOPIC/ASSIGNMENT
October 13-19	1	Chapter 1: The Challenge of the Human Resource Management Chapter 2: Strategy and Human Resource Planning Discuss Term Paper Complete MindTap Exercises for Chapters 1 – 2 Take Quizzes for Chapters 1-2 Discussion in Blackboard
October 20-26	2	Chapter 3: Equal Employment Opportunity and Human Resources Management Discussion in Blackboard Complete MindTap Exercises for Chapters 3 – 4 Chapter 4: Job Analysis, Employee Involvement, and Flexible Work Schedules Take Quizzes for Chapters 3 –4 in Cengage MindTap Discussions in Blackboard
October 27-Nov2	3	Chapter 5: Expanding the Talent Pool: Recruitment and Careers Chapter 6: Employee Selection Choose Term Paper Topic 3 pages minimum Complete MindTap Exercises for Chapters 5 - 6 Take Quizzes for Chapters 5–6 in Cengage MindTap
Nov 3 – Nov 9	4	Chapter 7: Training and Development Discussion in Blackboard Complete MindTap Exercises for Chapter 7 Take Quizzes for Chapters 7 in Cengage MindTap Midterm Exam (Chapters 1-7) Blackboard Chapter 8: Appraising and Improving Performance Complete MindTap Exercises for Chapters 8 Take Quizzes for Chapters 8 in Cengage MindTap

COURSE SCHEDULE (continued)

Nov10 - Nov 16	5	Chapter 9: Managing Compensation Chapter 10: Pay-for-Performance: Incentive Rewards Discussion in Blackboard Complete MindTap Exercises for Chapters 9 - 10 Take Quizzes for Chapters 9-10 in Cengage MindTap
Nov17- Nov 23	6	Chapter 11: Employee Benefits Chapter 12: Promoting Safety and Health Discussion in Blackboard Complete MindTap Exercises for Chapters 11 - 12 Take Quizzes for Chapters 11 -12 in Cengage MindTap Thanksgiving Nov 24-28
Nov 24 – Nov 30	7	Finalize Term Paper

Dec 1- Dec 7		Term Paper Due – December 3 Final Exam Dec. 7 (Chapters 8 – 12) Blackboard Winter Holiday Dec 8-Jan 7
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