

MGMT 452: Human Resource Management

M W 4:10 p.m. – 5:40 p.m.

Fall 2009

| WEEK | TOPIC | ASSIGNMENTS |
|-------------------------|---|--|
| Week 1: 9/9 | Introduction | |
| Week 2: 9/14 9/16 | CH 1 Managing Human Resources CH 3 Providing Equal Employment Opportunity and a Safe Workplace | Article CH 1 |
| Week 3: 9/21 9/23 | CH 3 cont. CH 3 cont. | Article CH 3 |
| Week 4: 9/28 9/30 | CH 3 cont. CH 3 cont. | |
| Week 5: 10/5 10/7 | CH 3 cont. CH 10 Separating and Retaining Employees (pp. 279-290) | Article CH 10 |
| Week 6: 10/12 10/14 | CH 10 cont. EXAM 1 | |
| Week 7: 10/19 10/21 | CH 4 Analyzing Work and Designing Jobs CH 5 Planning for and Recruiting Human Resources | Short Assignment CH 4 Article CH 5 |
| Week 8: 10/26 10/28 | CH 5 cont. CH 6 Selecting Employees and Placing Them in Jobs | Article CH 5 |
| Week 9: 11/2 11/4 | CH 6 cont. CH 6 cont. | |
| Week 10: 11/9 11/11 | CH 8 Managing Employees' Performance VETERAN'S DAY (No class, offices closed) | Article CH 8 |
| Week 11: 11/16 11/18 | EXAM 2 CH 11 Establishing a Pay Structure | Article CH 11 |
| Week 12: 11/23 11/25 | CH 12 Recognizing Employee Contributions with Pay THANKSGIVING HOLIDAY (Wed.-Sun. Nov. 25-29) | Article CH 12 / Case CH 6 |
| Week 13: 11/30 12/2 | CH 13 Providing Employee Benefits CH 13 cont. | Article CH 13 Article CH 13 / Selection Project |
| Week 14: 12/7 12/9 | CH 14 Collective Bargaining and Labor Relations CH 14 cont. | Article CH 14 Article CH 14 |
| Week 15: 12/16 | FINAL EXAM (Wed. Dec. 16, 4:00pm -6:00 pm) | |

KEY DATES

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| Wed. Sep. 9 | Classes begin |
| Fri. Sep. 11 | Late registration fee applies (\$40.00). Students who have not paid fees/signed a fee statement by this date will be dropped and must re-register. |
| Thu. Sep. 17 | Last day for registering/adding classes |
| Tue. Sep. 29 | Last day for withdrawing/dropping classes with a partial refund |
| Tue. Oct. 27 | Last day to drop classes without penalty for failing (no refund) |
| Mon. Nov. 2 | Registration for 2010 spring semester begins |
| Fri. Nov. 6 | Last day to apply to graduate spring or summer semester 2009 |
| Wed. Nov. 11 | VETERAN'S DAY (No classes, offices closed) |
| Tue. Nov. 24 | Last day to drop a class with approval of advisor and course instructor |
| Wed.-Sun. Nov. 25-29 | THANKSGIVING HOLIDAY (No classes, offices closed) |
| Mon.-Thu. Dec.14-17 | Final exam week |