**SEMESTER OUTLINE - HR 60 FALL 2017**

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| Date  Power Point Session | Subject  Work Assignment | Prepare for the  Next Session |
| August 21  Handout Session 1 | Introduction; HR’s Role  *Assignments* | Chapter 1  (HR Management) |
| August 28\*\*  Handout Session 2 | HR Management  Mini Quiz Chapter 1  Oral Presentation Guidelines | **Chapter 3 (Diversity;**  **Legal Environment)** |
| September 4 | Labor Day: No Class | Begin consideration of Research Paper |
| September 11  Handout Session 3 | Diversity and Legal Issues  **Mini Quiz Chapter 3** | Chapter 2  (Strategic HR Management) |
| September 18\*\*  Handout Session 4 | Strategic HR Management  Mini Quiz Chapter 2; CS | Chapter 4  (Job Analysis and Design) |
| September 25  Handout Session 5 | Wage & Hour in California  Mini Quiz Chapter 4 | Chapter 5  (Recruiting Job Candidates) |
| October 2  Handout Session 6 | Job Analysis/Job Descriptions  Mini Quiz Chapter 5 |  |
| October 9\*\* | **Cancelled** | Chapter 6  (Selecting New Employees) |
| October 16 | **Cancelled** | **Chapter 13**  **(Employee Benefits)** |
| October 23 \*\* \*\*\*  Handout Session 7 & 8  **Research Paper Outline Due** | Recruiting & Selection  Mini Quiz Chapter 6  Employee Benefits (No Quiz) | Chapter 8  (Performance Management)  Midterm Prep questions on Canvas |
| October 30  Handout Session 10  **Presentation Outline Due** | Performance Management  **Midterm; Ch. 1-6, 13; Sess. 1-8** | Chapter 11 & 12  (Compensation & Incentive Pay) |
| November 6\*\*  Handout Session 11 | Compensation & Incentive Pay  Mini Quiz Chapter 11 & 12 | Chapter 7 (Training)  Work On Research Paper |
| November 13+ \*\*\*  Handout Session 12  **Paper Due, Team 5** | Training and Development  **Team 1 Presentation, Ch. 7**  Mini Quiz Chapter 7 | Chapter 9  (Employee Relations/Mgmt**)** |
| November 20+ \*\*\*  Handout Session 13  **Paper Due, Team 4** | Employee Relations & Mgmt  **Team 2 Presentation, Ch. 9**  Mini Quiz Chapter 9 | Chapter 14  (Safety and Health) |
| November 27+ \*\*\*  Handout Session 14  **Paper Due, Team 3** | Safety & Health; **Guest Speaker**  **Team 3 Presentation, Ch. 14**  Mini Quiz Chapter 14 | Chapter 15  (Ethics & Social Responsibility) |
| December 4+ \*\*\*  Handout Session 15  **Paper Due, Team 2** | Ethics and Social Responsibility  **Team 4 Presentation, Ch. 15**  Mini Quiz Chapter 15; CS | **Chapter 10**  **(Labor Relations)** |
| December 11+ \*\*\*  Handout Session 9  **Paper Due, Team 1** | Labor Relations **Guest Speaker**  Mini Quiz Chapter 10  **Team 5 Presentation, HRIS** | Prep for Final  Final Prep questions on Canvas |
| December 18 \*\*\* | **Final (Ch. 7-12; 14-15; Session 9 – 15) + 5 short essays,** |  |

**\*\* = Time will be set aside to work on team presentations Revised: 10/13/17**

**\*\*\* = No Current Event Opportunities +Attendance is Particularly Important**