

HRM200 | Human Resource Management

Course Text

Cascio, Wayne. *Managing Human Resources*. 12th ed., McGraw-Hill Education, 2025.

This text is provided digitally as part of the course enrollment.

Course Description

This course offers a dynamic and comprehensive overview into the field of Human Resource Management. This self-paced course is designed for aspiring HR professionals and business leaders alike. This course provides a wide-ranging introduction to the essential functions of human resource management, including talent acquisition, training and development, performance management, compensation and benefits, employee relations, and HR strategy. Through real-world case studies, interactive activities, and practical tools, you'll learn how to align HR practices with organizational goals, navigate workplace challenges, and foster a positive, inclusive work culture. Whether you're looking to launch your HR career or strengthen your leadership skills, this course empowers you to make strategic decisions that drive employee engagement and business success.

Learning Outcomes

After completing this course, students will be able to:

1. Identify and describe the key functions and responsibilities within human resource management, including recruitment, selection, training, compensation, performance management, and employee relations.
2. Analyze HR practices to determine how they align with and support broader organizational goals and business strategies.
3. Apply foundational knowledge of employment law, ethics, and compliance to evaluate fair and legally sound workplace policies.
4. Demonstrate effective strategies for attracting, developing, and retaining a diverse and high-performing workforce.
5. Evaluate performance management systems and recommend improvements that promote employee development and organizational success.
6. Develop and communicate HR plans and initiatives that support organizational change, culture, and employee engagement.
7. Utilize metrics and data to inform decision-making and demonstrate HR's impact on organizational outcomes.
8. Recognize the role of HR in fostering a positive, inclusive, and productive workplace culture.
9. Identify and reflect on professional strengths, weaknesses, and work experiences related to performance management and employee engagement while describing personally-relevant themes

within these areas.

Course Prerequisites

There are no prerequisites for this course.

Academic Integrity Statement

Academic integrity is the pursuit of scholarly activity in an honest, truthful and responsible manner. Violations of academic integrity include, but are not limited to, plagiarism, cheating, fabrication and academic misconduct. Failure to comply with the Academic Integrity Policy can result in a failure and/or zero on the attempted assignment/examination, a removal from the course, disqualification to enroll in future courses, and/or revocation of an academic transcript.

Course Completion Policy

In order for a course to be considered complete, **all required coursework must be attempted, submitted, and graded.** Required coursework consists of graded assignments. Any Academic Integrity Policy violations may prevent a course from being considered complete.

Assessment Types

StraighterLine courses may include any combination of the assessment types described below. Review the descriptions to learn about each type, then review the Course Evaluation Criteria to understand how your learning will be measured in this course.

Benchmarks

Benchmarks test your mastery of course concepts. You have 3 attempts, and your highest score counts.

Note: Cumulative Benchmarks (final exams) only allow 1 attempt.

Capstones

Capstones are project-based assessments that help you apply concepts to real-world scenarios. You have 2 attempts, and your highest score counts.

Checkpoints

Checkpoints are quick knowledge checks on important course concepts. All are open-book, and most have 1-3 attempts.

Course Evaluation Criteria

Your score provides a percentage score and letter grade for each course. A passing percentage is 70% or higher.

There are a total of 1000 points in the course:

Assessment	Points	Learning Outcomes
Checkpoint 1: Introduction to Human Resources	5	1-2
Checkpoint 2: Recruiting & Talent Acquisition	5	1, 2, 4
Benchmark 1: Job Posting & Resume Critique	45	1, 2, 4
Checkpoint 3: Onboarding and Employee Development	5	1-3
Benchmark 2: Onboarding Plan Critique	45	1-3
Benchmark 3: Checkpoints 1-3	100	1-3
Checkpoint 4: Performance Management	5	1-3, 5
Checkpoint 5: Compensation and Benefits	5	1-4, 7
Benchmark 4: Total Rewards Case Study	45	1-4, 7
Checkpoint 6: Employment Law and Workplace Ethics	5	1-4, 8
Benchmark 5: Employment Law Critique	45	1-4, 8
Benchmark 6: Checkpoints 4-6	100	1-4, 8
Checkpoint 7: Employee Relations and Engagement	5	1-3, 6
Benchmark 7: Conflict Resolution Case Study	45	1-3, 6
Checkpoint 8: Cultural Awareness in HR	5	1-4, 8
Benchmark 8: Cultural Competence Case Study	45	1-4, 8
Checkpoint 9: Employee Health, Wellness, and Work-Life Balance	5	1-3, 6
Benchmark 9: Work-Life Balance and Well-Being	45	1-3, 6
Benchmark 10: Checkpoints 7-9	100	1-3, 6
Checkpoint 10: Global Human Resources Management	5	1-3, 7
Checkpoint 11: HR Strategy and Data Analytics	5	1-3
Capstone 1: Reflective Journal	25	5, 6, 9
Benchmark 11: Checkpoints 10-11	100	1-3, 7
Capstone 2: Final Project	205	1, 2, 6, 7, 8
Total	1000	

Course Roadmap

This roadmap provides an overview of the checkpoints and lessons covered in this course.

Checkpoint 1: Introduction to Human Resources

- The Enterprise is the People
- Managing People: A Critical Role for Every Manager
- Why Does Effective HRM Matter?
- Features of the Competitive Business Environment
- Responses of Firms to the New Competitive Realities
- Business Trends and HR Competencies

Checkpoint 2: Recruiting & Talent Management

- Recruiting as a Strategic Imperative
- A Supply-Chain Approach to the Recruitment Staffing Process
- Recruitment Planning
- Internal and External Recruiting
- Diversity-Oriented Recruiting
- Managing Recruitment Operations
- The Other Side of Recruitment--Job Search
- Organizational Considerations in Staffing Decisions
- Screening and Selection Methods
- Choosing the Right Predictor and Combining Data

Checkpoint 3: Onboarding and Employee Development

- Business Strategy--Foundation for all Organizational Decisions
- Relationship of HR Strategy to Business Strategy
- Jobs and Work
- Jobs, Individuals, and Organizations
- From Job Analysis to Strategic Workforce Planning
- Talent Inventory
- Workforce Forecasts
- Employee Training
- Characteristics of Effective Training Practice
- Assessing Training Needs and Designing Training Programs
- Principles that Enhance Learning
- Planning, Packaging, and Evaluating and Onboarding Program

Checkpoint 4: Performance Management

- Managing for Maximum Performance
- Purposes of Performance Management Systems
- Alternative Methods of Appraising Employee Performance
- Who Should Assess Performance
- Secrets of Effective Performance-Feedback Interviews

Checkpoint 5: Compensation and Benefits

- Changing Philosophies Regarding Pay Systems
- Components and Objectives of Organizational Reward Systems
- Strategic Integration of Compensation Plans and Business Plans
- Determinants of Pay Structure and Level
- An Overview of Pay-System Mechanics
- Policy Issues in Pay Planning and Administration
- Merit-Pay Systems
- Incentives for Lower-Level Employees

- Organizationwide Incentives

Checkpoint 6: Employment Law and Workplace Ethics

- Societal Objectives
- EEO and Unfair Discrimination
- The Legal Context of HR Decisions
- Federal Enforcement Agencies
- Employment Case Law
- Components of Procedural Justice
- Grievance Procedures in Nonunion Companies
- Employee Privacy and Ethical Issues

Checkpoint 7: Employee Relations and Engagement

- Technology and Its Impact on HR Management
- Leveraging HR Technology
- Challenges Facing HR Technology
- HR Technology Trends
- The Unionization Process
- Collective Bargaining
- Bargaining Impasses
- Administration of the Collective-Bargaining Agreement

Checkpoint 8: Cultural Awareness in HR

- The Many Dimensions of Workplace Diversity
- DEI at Work
- DEI: Maximizing Benefits

Checkpoint 9: Employee Health, Wellness, and Work-Life Balance

- The Occupational Safety and Health ACT
- Organizational Safety and Health Programs
- Health Hazards at Work
- Employee Assistance Programs
- Corporate Health Promotion

Checkpoint 10: Global Human Resources Management

- The Global Corporation
- Human Resources Management Practices as a Cultural Variable
- Human Resources Management Activities of Global Corporations

Checkpoint 11: HR Strategy and Data Analytics

- Big Data: Promise and Perils
- The Lamp Model
- Financial Effects of Employee Attitudes
- Costing Employee Absenteeism
- Costing Employee Turnover
- Financial Effects of Work-Life Programs
- Financial Effects of Collaboration and Sharing Knowledge

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Principles of
Management

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