



COURSE INFORMATION SHEET

Note: If a more detailed, instructor/section-specific course information sheet is required, please contact the department.

DEPARTMENT:

Business Administration/Economics

COURSE:

BUS207 Human Resources Management

COURSE DESCRIPTION:

An introduction to the principles, practices, and techniques used in the development and implementation of an effective Human Resources/Personnel Management program. The course includes a discussion of employment, training, compensation, labor relations, health and safety and federal laws governing human resource management. Three class hours. 3 Credits.

COURSE PREREQUISITES:

None

COURSE LEARNING OUTCOMES:

1. Describe the field of human resource management and its relevance to managers and employees in work organizations.
2. Analyze case studies to determine how laws regulate human resources functions which may include recruiting, hiring, pay, evaluation and promotion.
3. Develop a job description and specification using a job analysis that follows acceptable design principles.
4. Analyze a job for motivational characteristics.
5. Develop a training plan which could include needs assessment, objectives, training methods, or evaluation systems.
6. Describe the methods used in performance management which could include counseling, discipline or performance evaluation.
7. Identify components of compensation systems and describe how they can be used to motivate employees.
8. Describe how labor relations affect organizations.