COURSE OUTLINE

Effective Date: August 22, 2000

1. **COURSE PREFIX NUMBER**: BUS 205  
   **CREDIT HOURS**: 3

2. **COURSE TITLE**: Human Resource Management

3. **PREREQUISITES**: None

4. **COURSE DESCRIPTION**: Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, compensation, labor relations, and employee evaluation systems. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques. Lecture 3 hours per week.

5. **CONTENT**: (Major Headings)
   a. Human Resources Management in Perspective
   b. Meeting Human Resource Requirements (Job Requirements and Qualifications of Candidates)
   c. Developing Effectiveness in Human Resources (Training and Development)
   d. Creating A Productive Work Environment (Training and Development)
   e. Compensation and Security (Job Evaluation; Types of Pay; Incentives for Management and Non Management Personnel)

6. **GENERAL COURSE OBJECTIVES**: 

   Upon successful completion of the course, the student will be able to
   a. Understand the role of personnel/human resource management, and the organization of work and jobs
   b. Utilize in case situations the processes of recruitment, selection, personnel assessment, development, training, evaluation of employees, the use of financial incentives and fringe benefits.