

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test

Corequisites: None

Course description. This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

Upon completing requirements for this course, the student will be able to:

1. Acquire and exhibit an understanding of the important role that human resources plays in an organization.
2. Acquire and exhibit an understanding of recruiting, selecting, hiring, compensating, appraising, training, developing, reprimanding, promoting, demoting and firing employees.
3. Acquire and exhibit an understanding of laws affecting employees and potential employees.
4. Acquire and exhibit an understanding of problems that the human resources department faces and

