

COURSE: MANAGEMENT 102: Human Resource Management

DESCRIPTION: Discusses principles, policies and practices of rational systems for management of human resources in organizations. Covers human resource planning, fair employment practice, staffing organizations, career development, performance appraisal, training and development, compensation and employee benefits and services. Uses case analysis, films and student reports to promote application of the material. *Prerequisite: Management 101*

RECOMMENDED TEXT: Robert Mathis and John Jackson, Human Resources Management, 10th edition. West Publishing Company.

FORMAT: 70 multiple choice questions (1 point each) and 1 essay question (30 points)

GRADING: Students must receive a “C” (73-76) in order to receive credit for a course taken as a Challenge Exam.

TOPICS FOR STUDY:

- Nature of HR Management
- Strategic HR Planning
- Individual jobs and HR Effectiveness
- Legal Framework for EEO
- Diversity and EEO
- Jobs
- Recruiting in Labor Markets
- Selecting and Placing Human Resources
- Training HR
- HR Careers and Development
- Performance Management and Appraisal
- Compensation Strategies and Practices
- Variable Pay and Executive Compensation
- Managing Employee Benefits
- Health, Safety and Security
- Employee Rights and Discipline
- Union Management Relationship
- Globalization of HR Management