

Virginia Western Community College

BUS 205

Human Resource Management

Prerequisites

none

VCCS Course Description

Introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, employee evaluation systems, compensation and labor relations. Includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques.

Semester Credits: 3

Lecture Hours: 3

Required Materials

Textbook

Fundamentals of HR Management, 2025 Edition; Noe. (McGraw Hill).

Other Required Materials:

none

VCCS COURSE OUTCOMES

At the completion of this course, the student should be able to:

- Define Human Resource Management and explain how HRM contributes to an organization's performance.
- Summarize the types of skills, rolls and ethical issues in HRM.
- Describe the typical careers within Human Resource Management fields.
- Describe trends in the labor force composition and goals of creating a high-performance work system.
- Define empowerment and its role in the modern organization.
- Summarize ways in which human resource management can support organizations expanding internationally.
- Explain how the nature of the employment relationship is changing with regards to technology as well as the need for flexibility.
- Explain the three branches of government regulate HRM as well as how the major federal laws requiring equal employment opportunity and how federal

agencies enforces the laws.

- Discuss discrimination, reasonable accommodations, sexual harassment and Occupational Safety and Health Act and their roles within the HRM environment.
- Explain and apply the importance of a Job Analysis, Job Description and Job Specifications.
- Identify the elements of the selection process to include resume' applications, job Testing, effective interviews.
- How to implement effective employee training and how to assess the results.
- Describe the procedures for employee performance measurement and how to provide positive feedback.
- Explain the importance of employee success through training, assessment, employee personality types, job skills, mentoring programs and the challenges in the glass ceiling succession planning and dysfunctional managers.

MAJOR TOPICS TO BE INCLUDED

- Managing Human Resources
- Trends in Human Resource Management
- Providing Equal Employment Opportunity and a Safe Workplace
- Analyzing Work and Designing Jobs
- Planning for and Recruiting Human Resources
- Selecting Employees and Placing Them in Jobs
- Training Employees
- Developing Employees for Future Success
- Creating and Maintaining High-Performance Organizations
- Managing Employees' Performance
- Separating and Retaining Employees
- Establishing a Pay Structure
- Recognizing Employee Contributions with Pay
- Providing Employee Benefits
- Collective Bargaining and Labor Relations
- Managing Human Resources Globally

Note to Instructors

None

[TITLE IX STATEMENT](#)

[ADA STATEMENT](#)