



Bachelor of Science in Business - Human Resource Management Minor

Would you like to know more about the laws and labor relations that shape the workplace? If so, consider a minor in Human Resource Management.

Minor Requirements – 15 credits

Minor Course Descriptions

HRM 335 Human Resources Management

This course provides a general overview of key employment practices necessary to effectively manage human resources within an organization. The major human resource functions of planning, recruiting, selecting, training, and appraising staff will be emphasized. Other topics will include company policies and procedures, federal and state regulation compliance, rights and responsibilities of employers and employees, and trends of the next decade.

HRM 410 Staffing and Employment Practices*

The current issues affecting staffing and employment practices in the United States and the impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and to comply with the various regulations governing staffing and employment practices are discussed in this course. Major topics include technical issues involved in developing and implementing selection programs within organizations, how to achieve a successful person/job and person/organizational match, understanding organizational models used to select employees, laws governing staffing/employment practices, staffing procedures, policies, techniques and problems, and the role of public policy on staffing/employment practices.

*Prerequisite: HRM 335

HRM 420 Health and Safety in the Workplace*

This course is designed to educate and increase students' awareness of internal and external factors that could negatively affect occupational safety in the workplace and their understanding of the practices that can maintain and/or improve workplace safety. The Occupational Safety and Health Administration (OSHA) is responsible for administering and enforcing programs, regulations, and standards designed to reduce injuries and illness on the job. The goal is to improve workplace safety and health for all workers by reducing hazards, exposures, injuries, illnesses, and fatalities while increasing employer and

employee commitment to and involvement with safety and health.

*Prerequisite: HRM 335

HRM 430 Employment Law*

This course provides an overview of key legislation that impacts employee rights, training, consumer protection, compensation, benefits, employee and labor relations, health, safety and security. The importance of effective management practices to ensure federal and state regulatory compliance in the areas of employee and employer rights and responsibilities, job analysis, performance appraisal, and workplace behavior will also be reviewed.

*Prerequisite: HRM 335

HRM 460 Labor/Management Relations*

The historical, current, and legal analysis of labor relations in the United States and its impact on an organization's ability to compete in the marketplace, to develop and maintain a successful workforce, and to comply with the various statutory and common law regulations governing labor/management relations are discussed in this course. Major topics include growth/trends in the labor markets, collective bargaining, impact of labor relations on the organization's strategies, analysis of federal labor laws, NLRA certification process, methods employed by management to avoid unions, methods employed by unions to represent bargaining units, and strikes and lockouts.

*Prerequisite: HRM 335