BMT 2500—Practical Personnel Procedures
Three Semester Hours

PREREQUISITES:
None

Other: Recommended prerequisites include BMT 1100, BMT 2000, ECON 1030, and ECON 1040

COURSE OVERVIEW:
The objective of this course is to provide the student with a general overview of the human resource management field. While the student is absorbing basic concepts and theories, she or he will also gain an appreciation of how Human Resource Management fits in an organization. Business Management Technology 2500: Practical Personnel Procedures will take you on a ten-lesson journey that involves both absorption and application of relevant content pertaining to human resource management.

METHODS OF COURSE INSTRUCTION:
All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:
In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

Other: Internet is required to access additional recommended articles in library databases.

NUMBER OF LESSONS:
The course has ten lessons, including one final examination. These lessons include:
• Lesson 1: The Importance and Context of Human Resource Management
• Lesson 2: Planning and Staffing
• Lesson 3: Training and Performance Management
• Lesson 4: Case Study #1: Diversity
• Lesson 5: Midcourse Project: Creating a Job Analysis
• Lesson 6: Managing Total Rewards
• Lesson 7: Managing the Work Environment and Increasing Employee Engagement
• Lesson 8: Problem-Solving/Decision-Making Process
• Lesson 9: Case Study #2: Employee Engagement
• Lesson 10: Final Examination Information

TYPES OF WRITING ASSIGNMENTS:
This course has four types of writing assignments, including applied learning assignments and quizzes for several lessons, two case analyses, and a job analysis (midcourse project).

GRADING CRITERIA:

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<thead>
<tr>
<th>Assignment</th>
<th>Percentage of Course Grade</th>
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<tbody>
<tr>
<td>Lesson Quizzes and Applied Learning Assignments</td>
<td>30% of course grade</td>
</tr>
<tr>
<td>Case Analyses</td>
<td>20%</td>
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<tr>
<td>Midcourse Project</td>
<td>20%</td>
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<tr>
<td>Final Examination</td>
<td>30%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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