



## COURSE SYLLABUS

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**COURSE:** BUS 256 RECRUIT SELECT & PERSONAL PLANNING

**HOURS:** Lecture: 3 Lab/Shop: 0 Work Exp/Clinical: 0 Credits: 3

### COURSE DESCRIPTION:

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**PREREQUISITE(S):** NONE

**COREQUISITE(S):** NONE

### TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Open Educational Resources (OER) are listed in the course Moodle.

### STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Identify recruiting, interviewing and screening techniques.
2. Describe processes to acquire and retain employees who match position requirement and fulfill organizational objectives.
3. Describe personnel planning.
4. Identify procedures for maintaining employee records.
5. Identify legal guidelines for hiring employees through the entire process.
6. Describe the steps in the employee selection procedure, including the proper orientation of new employees.
7. Define control and explain how it relates to planning.
8. Define staffing and the process that goes with it.

**\*\*\*Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**