

**144. Life Insurance (3)**

Prerequisite: Bus Ad 8 or 118A (may be taken concurrently). Principles of life insurance, nature and use, scientific basis, types and forms; organization, management and supervision of life insurance companies.

**151. Personnel Management (3)**

Primarily for juniors. Human relations in industry; case studies of labor-management relationship; methods of recruitment, selection, training; wage-payment plans; employee services, labor laws and application; collective bargaining methods and policies.

**152. Labor Relations and Collective Bargaining (3)**

Prerequisite: Bus Ad 151 or Econ 150. Relations between employers and organized employee groups; organization, election, and certification procedures; techniques of collective bargaining; basic clauses in labor contracts and their economic significance; administration of the written agreement; mediation and arbitration of disputes; determinants of labor-management conflict and peace.

**153. Human Resources in Industry (3)**

Prerequisite: Bus Ad 151. Knowledge and skills leading to effective interpersonal relations; understanding one's self as leader and others as individuals and members of working groups; practice in group leadership; sensitivity training.

**154. Wage and Salary Administration (3)**

Prerequisite: Bus Ad 151. Interaction of economic forces and institutional factors in wage determination; techniques of establishing wage programs; theory and procedures of job evaluation; establishment of job classifications and pay structures; wage determination under collective bargaining; incentive wage plans; special problems in wage and salary administration.

**156. Labor Law (3)**

Prerequisite: Econ 1A-B; Bus Ad 118A-B, 151. Recommended: Bus Ad 152, Econ 150. State and federal labor statutes, workmen's compensation, social security; procedures and methods in handling labor problems; leading decisions of courts and other bodies in settling labor-management disputes.

**159. Field Work in Labor Relations (2; max total 4)**

Prerequisite: Bus Ad 152. Consultations with labor and management representatives; observation of union meetings, grievance hearings, National Labor Relations Board proceedings, and contract negotiations; participation in planning and publicizing educational conferences. Group meetings and individual conferences.

**160. Automation and Data Processing (3)**

Prerequisite: Bus Ad 102 or equivalent. Records, reports and information in business, governmental, and industrial organizations; analysis of procedures, charting, form design, and control necessary to automation; survey of data processing machines and computers, principles; impact of automation on business and society. One field trip required.

**161. Principles of Operations Research (3)**

Prerequisite: Math 29, Bus Ad 102. Quantitative methods in solving business problems; applications by various industries in fields of linear programming, queuing problems, inventory control problems, cost-value models, and problem simulation.

**165. Work Simplification (2)**

Not open to students with credit in Bus 125G. Recommended: work experience. Basic principles of motion economy and industrial engineering applied to office and shop; flow process charts, man and machine charts; social and personnel problems involved in work simplification procedures.