

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE
COURSE OUTLINE**

Faculty are required to have the outline submitted to the Academic Affairs Office. The course outline is the form used for approval of new courses by the Collegewide Curriculum Committee.

DEPT. SBMT **COURSE NO.** 1400

NUMBER OF CREDITS: 2

COURSE TITLE: Employment

CATALOG DESCRIPTION

The learner will be introduced to an overview of the employment process with emphasis on hiring practices and procedures, job descriptions, advertising the position, screening applicants, interview process, reference checks, hiring process, and orientation.

AUDIENCE Business Owners, Employees, Entrepreneurs, Manager, Supervisors in Healthcare Facilities

FUFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)

Area : by meeting the following competencies:

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PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: Student is a business owner, employee or entrepreneur or by special permission of the instructor.

LENGTH OF COURSE: 16 WEEKS

THIS COURSE IS USUALLY OFFERED:

Every other year ☐ Fall ☒ Spring ☒ Summer ☒ Undetermined ☐

Four goals are emphasized in course at Minnesota West Community & Technical College:

- 1) **ACADEMIC CONTENT:** Read text.
- 2) **THINKING SKILLS:** Use critical-thinking regarding corporate compliance in healthcare organizations..
- 3) **COMMUNICATIONS SKILLS:** Communicate corporate compliance aspects of a healthcare organization.
- 4) **HUMAN DIVERSITY:**

TOPICS TO BE COVERED: This course will focus on effective customer relations both internal and external in the medical environment. Emphasis will be on quality assurance requirements

and expectations, the measure of effectiveness of customer relations and the development and implementation of a plan to improve patient satisfaction.

LIST OF EXPECTED COURSE OUTCOMES:

1. *Define an employee.*
 2. *Analyze your employee needs.*
 3. *Analyze an existing job.*
 4. *Develop job analysis checklist.*
 5. *Develop job analysis questionnaire.*
 6. *Determine education and experience requirements.*
 7. *Understand Federal and State laws regarding employment.*
 8. *Develop a job description.*
 9. *Analyze the different methods of advertising a position.*
 10. *Develop a job advertisement.*
 11. *Differentiate between discriminating job advertisements.*
 12. *Determine if the person is a applicant.*
 13. *Decide how to respond to applicants.*
 14. *Determine if you are going to test your applicants.*
 15. *Understand your role as an interviewer.*
 16. *Develop an interview plan.*
 17. *Understand how to conduct the interview.*
 18. *Differentiate between different interview formats.*
 19. *Differentiate between legal and illegal questions in an interview.*
 20. *Develop interview questions.*
 21. *Analyze interview process.*
 22. *Develop guidelines for reference checking.*
 23. *Develop reference check control form.*
 24. *Determine employee-related costs.*
 25. *Develop employee-hiring package.*
 26. *Identify unintended hiring contracts.*
 27. *Determine what to pay your employees.*
 28. *Develop negotiating skills in hiring practice.*
 29. *Analyze the employee orientation process.*
 30. *Develop an employee orientation program.*
- Develop a time line for employee orientation.*

Understand the factors associated with email security.

LEARNING/TEACHING TECHNIQUES used in the course are:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Collaborative learning | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Student Presentation | <input checked="" type="checkbox"/> Interactive Lectures |
| <input checked="" type="checkbox"/> Creative Projects | <input checked="" type="checkbox"/> Individual Coaching |
| <input checked="" type="checkbox"/> Lecture | <input checked="" type="checkbox"/> Films/Videos/Slides |
| <input checked="" type="checkbox"/> Demonstrations | <input type="checkbox"/> Other (describe below) |
| <input checked="" type="checkbox"/> Lab | |

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Reading | <input checked="" type="checkbox"/> Tests | <input checked="" type="checkbox"/> Individual Projects |
| <input checked="" type="checkbox"/> Oral Presentations | <input checked="" type="checkbox"/> Worksheets | <input checked="" type="checkbox"/> Collaborative Projects |
| <input checked="" type="checkbox"/> Textbook Problems | <input checked="" type="checkbox"/> Papers | <input type="checkbox"/> Portfolio |
| <input checked="" type="checkbox"/> Group Problems | <input type="checkbox"/> Term Paper | |
| <input type="checkbox"/> Other | | |

EXPECTED STUDENT LEARNING OUTCOMES:

See expected course outcomes.

The information in this course outline is subject to revision

Veteran Services: Minnesota West is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently. Active duty and reserve/guard military members should advise their instructor of all regularly scheduled military appointments and duties that conflict with scheduled course requirements. Instructors will make every effort to work with the student to identify adjusted timelines. If you are a veteran, please contact the Minnesota West Veterans Service Office.

To receive reasonable accommodations for a documented disability, please contact the campus Student Services Advisor or campus Disability Coordinator as arrangements must be made in advance. In addition, students are encouraged to notify their instructor.

**This document is available in alternative formats to individuals with disabilities by contacting the
Student Services Advisor or by calling 800-658-2330 or
Minnesota Relay Service at 800-627-3529 or by using your preferred relay service.**

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