

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

DEPT. SBM COURSE NO. SBMT2420

NUMBER OF CREDITS: 3

COURSE TITLE: SBM Employee Management

CATALOG DESCRIPTION: In this class the business owner or manager will study and develop systems for recruiting and hiring employees. They will also study the creation of personnel files and manuals, and methods for training new or present employees.

AUDIENCE: Small Business Owners & Managers

FULFILLS MN TRANSFER CURRICULUM AREA(S): *N/A*

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE: Semester

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:**
 - a. Identify Personnel Needs
 - b. Identify and evaluate potential employees
 - c. Identify job outcomes
 - d. Identify personnel file documents
 - e. Identify employee manual components
 - f. Identify and assemble job specifications
 - g. Identify and select recruiting media
 - h. Determine employee manual purpose

- 2) **THINKING SKILLS:**
 - a. Develop interview questions
 - b. Establish employee goals
 - c. Establish business policies
 - d. Assemble employee files
 - e. Write job descriptions
 - f. Write employee manual

- 3) **COMMUNICATIONS SKILLS:**
 - a. Train existing and new employees

- b. Monitor employee progress
- c. Perform employee rewards and reprimands
- d. Conduct performance appraisals

4) HUMAN DIVERSITY:

- a. Make sure your employee manual procedures allow for a diverse population

TOPICS TO BE COVERED:

- 1) Recruiting & Hiring Employees
- 2) Training & Managing Employees
- 3) Personnel Files and Manuals

LIST OF EXPECTED COURSE OUTCOMES:

- 1) Creation of a personnel plan

LEARNING/TEACHING TECHNIQUES used in the course are:

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

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

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

EXPECTED STUDENT LEARNING OUTCOMES: See above

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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