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.  Farm Business Management                COURSE NO.  FBMA 2134
NUMBER OF CREDITS:  2
COURSE TITLE:  Directed Studies - Personnel Management
CATALOG DESCRIPTION:  This course will organize skills for effective management of farm employees and agribusiness personnel through development of handbooks, compensation/incentive packages, individual expectations/evaluations, and team meetings.

AUDIENCE:  Farm business operators or managers or others with consent of instructor.

FULFILLS MN TRANSFER CURRICULUM AREA(S):  (Leave blank if not applicable)
Area    : by meeting the following competencies:
Area    : by meeting the following competencies:
Area    : by meeting the following competencies:

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE:  None

LENGTH OF COURSE:  1 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. Diagram a team concept/approach for determining business needs

2) THINKING SKILLS:
   a. Determine methods for evaluating yourself as a manager of employees & consultants
   b. Organize essential features for effective employee meetings
   c. Develop employee handbooks specific to the farm business
   d. Determine a procedure for enhancing employee skills through education & training
   e. Develop employee compensation & incentive packages with guidelines for periodic review
   f. Apply tools & techniques developed in diploma & certificate programs

3) COMMUNICATIONS SKILLS:
   a. Conduct team meetings to diagnose & recommend treatment of business needs
   b. Develop written guidelines for employee evaluation
   c. Conduct interview for prospective employees

4) HUMAN DIVERSITY:
   a. Develop methods of employee motivation
   b. Outline complete job descriptions for each employee of the farm business
TOPICS TO BE COVERED: Methods of self evaluation as a manager; team meetings; employee handbooks; enhancing employee skills through education and training; employee motivation; employee evaluation; job descriptions; employee compensation/incentive packages; interviews; and tools and techniques developed in diploma and certificate programs.

LIST OF EXPECTED COURSE OUTCOMES: This course will emphasis employer/employee relations, expectations, and requirements for students actively engaged in the operation and management of a farm business.

LEARNING/TEACHING TECHNIQUES used in the course are:

- Collaborative Learning
- Student Presentations
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/Videos/Slides
- Other (describe below)

This course will be delivered through individual instructional sessions, small group seminars, classroom instruction, or any combination of these.

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

- Reading
- Orals Presentations
- Textbook Problems
- Group Problems
- Test
- Worksheets
- Papers
- Textbook Problems
- Term Paper
- Individual Projects
- Collaborative Projects
- Portfolio
- Other (describe below)

TEXT: Current and relevant materials as needed.

Each student will contribute a total of 54 hours of effort per credit toward the completion of this course. Instructor will use Farm Business Management Student Assessment Form.

EXPECTED STUDENT LEARNING OUTCOMES: Students will be evaluated on their ability to:

1) Complete the course goals listed 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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