MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE

COURSE OUTLINE

DEPT. Business COURSE NO. 2275

NUMBER OF CREDITS: 3

COURSE TITLE: Human Resources Management

CATALOG DESCRIPTION: This course provides an analysis of the importance of personnel management in accomplishing the established objectives of a business. Utilization of human resources is emphasized. Management of proper relationships with labor unions, government authorities, and the total community is studied.

AUDIENCE This course is open to all students.

FULFILLS MN TRANSFER CURRICULUM AREA(S)

PREREQUISITES OR NECESSARY ENTRY SKILLS/KNOWLEDGE: None

LENGTH OF COURSE The course is one 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:

Studying HRM, one becomes aware of the necessity for recognizing the interrelationships of the functions being performed. In discussion of various functions, the focus is on these relationships. The attempt is to demonstrate the contributions HR can make to productivity.

2) THINKING SKILLS:

Skills will be developed by student’s critical understanding of human resource practices and by solving problems relating to management of the firm.

3) COMMUNICATIONS SKILLS:
The course will help students improve their oral and written communication skills. As students learn about human resources activities they develop communication skills necessary to understand the needs of a diverse work force.

4) HUMAN DIVERSITY:

Introduction to Management Information Systems provides an environment to broaden a student’s perspective of business and people. Every student will have an opportunity achieve his or her potential.

TOPICS TO BE COVERED:

Introduction to the Course

Chapter 1 The Challenge of Human Resources Management (HRM)

Chapter 2 Equal Employment Opportunity

Chapter 3 Job Requirement and Design

Chapter 4 HRM Planning and Recruitment

Chapter 5 Selection

Chapter 6 Training and Development

Chapter 7 Career Development

Chapter 8 Appraising and Improving Performance

Chapter 9 Managing Compensation

Chapter 10 Incentive Rewards

Chapter 11 Employee Benefits

Chapter 12 Safety and Health

Chapter 13 Employee Rights and Discipline

Chapter 14 Labor Relations
LIST OF EXPECTED COURSE OUTCOMES: The student is required to display an understanding of various topics covered throughout the course. Student will demonstrate their proficiency in the topics listed above.

LEARNING/TEACHING TECHNIQUES used in the course are:

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

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:

Reading   Tests   Individual Projects
Oral Presentations   Worksheets   Collaborative Projects
Textbook Problems   Papers   Portfolio
Group Problems   Term Paper
Other (describe below)

EXPECTED STUDENT LEARNING OUTCOMES: The student will gain knowledge in the general aspects of human resources activities. They will learn the importance of the people in business.

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.