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. 1410

NUMBER OF CREDITS:  4

COURSE TITLE:  Personnel Supervision in Health Care

CATALOG DESCRIPTION  This course will introduce the student to the various components of personnel supervision, which are unique to the healthcare industry.

AUDIENCE  Employees, Entrepreneurs, Manager, Supervisors

FULFILLS MN TRANSFER CURRICULUM AREAS(S) (Leave blank if not applicable)
Area  : by meeting the following competencies:
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 techniques to supervise staff.
3) COMMUNICATIONS SKILLS:  Define management skills every supervisor must possess and apply.
4) HUMAN DIVERSITY:  Understand the importance of diversity in the workplace.

TOPICS TO BE COVERED:  This course will focus on unique situations regarding supervision of employees in the healthcare industry. This course will relate to issues in scheduling, labor relations, diversity management, evaluating employments and effective communication. The learner will gain an understanding of organizational structures and the supervisor’s relationships to other employees.

LIST OF EXPECTED COURSE OUTCOMES:
1. Understand the need for management.
2. Differentiate between conceptual skills, human relation skills, administrative skills and technical skills.
3. Identify the relationships between personal, the organization and the public.
4. Understand the importance of diversity in the workplace.
5. Understand the importance of communication.
6. Identify and explain the ways management, government, unions and employees affect productivity.
7. Define discipline and explain why it is necessary.

LEARNING/TEACHING TECHNIQUES used in the course are:
- Collaborative learning
- Student Presentation
- Creative Projects
- Lecture
- Demonstrations
- Lab
- Problem Solving
- Interactive Lectures
- Individual Coaching
- Films/ Videos/ Slides
- Other (describe below)

ASSIGNMENTS AND ASSESSMENTS FOR THIS CLASS INCLUDE:
- Reading
- Oral Presentations
- Textbook Problems
- Group Problems
- Other
- Tests
- Worksheets
- Papers
- Term Paper
- Individual Projects
- Collaborative Projects
- Portfolio

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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