

# Dakota County Technical College

## **BUSN 1100: Human Resources Management**

### **A. COURSE DESCRIPTION**

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course focuses on providing supervisors and managers an overview of the principles and practices of Human Resources Management functions in today's organizations of any size. Emphasis areas include Recruitment and Selection, Orientation, Compensation and Benefits, and Managing Employee Relations.

**B. COURSE EFFECTIVE DATES:** 05/21/2014 - Present

### **C. OUTLINE OF MAJOR CONTENT AREAS**

#### **D. LEARNING OUTCOMES (General)**

1. Assess HR as a strategic partner
2. Conduct a Job Analysis
3. Demonstrate understanding of the recruiting and selection process
4. Design a Job Description
5. Design an employee orientation process
6. Evaluate compensation and benefits
7. Examine legal and ethical considerations
8. Examine the continually changing role of Human Resources Management
9. Explain methods to manage employee/labor relations
10. Participate in scenario based learning

#### **E. Minnesota Transfer Curriculum Goal Area(s) and Competencies**

None

#### **F. LEARNER OUTCOMES ASSESSMENT**

As noted on course syllabus

#### **G. SPECIAL INFORMATION**

None noted