MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH

Course Outline

Course Title:	**Human Resource Management**	**Submitted By:**	**S. Medure**
Semester Course Prefix and Number:	**BUS 2677**	**Approval Date:**	
Old Quarter Course Prefix and Number:	**BUS 224**	**Revision Date:**	**Feb. 2002**

Number of Credits:	**3**	**Number of Lecture Credits:**	**3**
Semester(s) Offered:		**Number of Lab Credits:**	**Number of Lab Hours:**
Negotiated Class Size:		**Number of Studio/Demonstration/Internship Credits:**	

Course Purpose Code:

_____ **0 –** Developmental Courses
_____ **1 –** Non-transferable, General Education
_____ **2 –** Technical course related to career programs
_____ **3 –** College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
__X__ **4 -** Other college course not considered a part of general education (MNTC) e.g. computer science, health, physical education
_____ **5 –** Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements.
_____ **9 –** Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:
This course is a study of retail personnel management: personnel policies, motivation, insights into personal behavior, and the skills and personal habits necessary for better employer/employee communication. Recruitment, placement, and training of personnel is studied. Legislation as it affects management is included.

Prerequisites and/or recommended entry skills/knowledge:

Course Prerequisite(s):	None
Reading Prerequisite:	None
Composition Prerequisite:	None
Mathematics Prerequisite:	None

Career Programs and Transfer Majors Accessing this Course:
Two-Year Office Administration Program at MRCTC, Eveleth Campus
Retail Management Program (and Options) - University of Wisconsin, Stout

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable: Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Chief Academic Officer's approval are required).

0. **X** None
1. ____ Communications
2. ____ Critical Thinking
3. ____ Natural Sciences
4. ____ Mathematical/Logical Reasoning
5. ____ History and the Social and Behavioral Sciences
6. ____ The Humanities and Fine Arts
7. ____ Human Diversity
8. ____ Global Perspectives
9. ____ Ethical and Civic Responsibility
10. ____ People and the Environment

Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:
The student will:

- Explain the basic principles and practices that apply to personnel supervision
- Describe the role of the Personnel Department in a business or organization
- Describe and/or demonstrate the supervision and leadership role of the operating supervisor and executives in personnel management
- Describe the nature of human behavior and its influence on leadership and supervision in business, as well as how certain traits affects one's ability to work with others

Student assessment methods:

- A minimum of three examinations
- One research paper or special project
- Miscellaneous quizzes and five-minute writes

Use of instructional technology (includes software, interactive video and other instructional technologies):
Overhead

Outline of the major course content:

- Basic Management Considerations as They Apply to Personnel
- Planning, Organizing, Staffing, Directing, Controlling, Evaluating
- Motivating Employees and Employee Behavior
- Recruitment, Placement, and Training of Personnel
- Labor Relations

Additional special information (special fees, directives on hazardous materials, etc.)

Transfer Information: (Please list colleges/majors that accept this course in transfer.)

Approvals:

Body	Representative Signatures	Date
Curriculum Committee		

Faculty Association		
Meet and Confer		
Chief Academic Officer		

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services, Curriculum Committee Chair