Course Title: Human Resource Management
Submitted By: A. Kelson

Semester Course Prefix and Number: BUS 2677
Approval Date: 11/12/19

Old Quarter Course Prefix and Number: BUS 224
Revision Date: Oct. 2019

Number of Credits: 3
Number of Lecture Credits: 3
Semester(s) Offered: 
Class Size: 40 on-campus/35 online
Negotiated by AASC on: (date)

Course Purpose Code:
_____ 0 – Developmental Courses
_____ 1 – Non-transferable
_____ 2 – Technical course related to career programs
_____ 3 – College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
_____ 4 – Other college course not considered a part of MNTC (e.g. computer science, health, physical education)
_____ 5 – Course which is intended to fulfill the Minnesota Transfer Curriculum (MNTC) requirements or intended for transfer.
_____ 6 – Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:
This course is a study of 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 are 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:
A.S. Degree Program in Business

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. AASC review and the Chief Academic Officer's approval are required.)
0. _____ 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)

Upon completion of this course, the student will be able to:

- 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 affect one’s ability to work with others.
- Evaluate the fundamental laws that guide human resource management in the U.S.
- Describe how diversity affects and improves organizational performance.

Student Assessment Methods May Include:

At the instructor’s discretion, the following methods will be used as considered appropriate to meet learning outcomes:

- Examinations that cover primary course content.
- A research paper or special project that reflects comprehensive understanding of course content.
- Short papers that focus on specific topics of interest
- Discussions and/or insight papers
- Topic specific assignments

Use of Instructional Technology May Include: (includes software, interactive video and other instructional technologies):

- D2L when taught online
- YouTube videos
- TED Talk presentations

Additional Special Information: (special fees, directives on hazardous materials, etc.)

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

Affiliated Mesabi Range College Courses and Programs:

<table>
<thead>
<tr>
<th>Approvals:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Body</strong></td>
</tr>
<tr>
<td>Faculty Association</td>
</tr>
<tr>
<td>Academic Affairs Standards Committee</td>
</tr>
<tr>
<td>Chief Academic Officer</td>
</tr>
</tbody>
</table>

Distribution: Original – Instructional Services
Copies: Transfer Specialist, Originating Faculty Member, Records
Revised: February 2019