A. Course Description
   - **Credits:** 3.00
   - **Lecture Hours/Week:** 3.00
   - **Lab Hours/Week:** 0.00
   - **OJT Hours/Week:** 0
   - **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: 8/26/13 – Present

C. Outline of Major Content Areas
   - As noted on course syllabus

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

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

F. Learner Outcomes Assessment
   - As noted on course syllabus

G. Special Information
None noted