



WORKFORCE PLANNING — BUSN 1101

A. Course Description

- **Credits:** 4.00
- **Lecture Hours/Week:** 4.00
- **Lab Hours/Week:** 0.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course will provide the learner with an overview of how HR evolved into a profession into its modern-day role. Examine HR's roles in business strategy and planning, leadership concepts, and workforce planning, including legal and ethical considerations relevant to these areas. This course observes the standards for the Human Resource Certification Institute.

B. Course Effective Dates: 8/27/18 – Present

C. Outline of Major Content Areas

1. Business strategy
2. Compensation and benefits
3. Documentation
4. Employment life cycle
5. Evolution of human resources
6. Interviewing
7. Job analysis
8. Leadership concepts
9. Onboarding
10. Recruitment
11. Relevant laws and ethical considerations
12. Selection and retention

D. Learning Outcomes

1. Analyze onboarding practices.
2. Apply interview practices.
3. Apply legal and ethical review.

4. Assess compensation and benefits.
5. Contrast HR past to present.
6. Determine appropriate documentation.
7. Determine retention strategies.
8. Develop job analysis and job description.
9. Devise Recruitment strategies.
10. Discuss leadership roles and practices.
11. Evaluate onboarding practices.
12. Evaluate selection processes.
13. Explain the employment life cycle.
14. Influence business strategy.

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

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted