

Course Outline for: BUSN 2200 Human Resource Management**A. Course Description:**

1. Number of credits: 3
2. Lecture hours per week: 3
3. Prerequisites: None
4. Corequisites: None
5. MnTC Goals: None

Management of human resources is one of the most critical aspects of an efficient and successful organization. Human Resources is responsible for all components of talent management (e.g., recruitment, selection, retention, training, performance evaluation, discipline, compensation, and benefits), which must be aligned to achieve an organization's objectives. Students will use analysis, discussion, and research to explore the principles, laws, and regulations guiding the management of an increasingly diverse workforce.

B. Date last reviewed/updated: December 2024**C. Outline of Major Content Areas:**

1. Human Resources Management as a competitive advantage for business
2. The changing "psychological contract" between employees and businesses
3. Employee "Onboarding" Process
4. Regulatory environment and impact
5. Conducting a proper job analysis
6. Handling diversity in the workplace
7. Recruiting and staffing techniques and approaches
8. Employee training and development techniques
9. Performance evaluation approaches
10. Disciplining and terminating employees
11. Developing compensation and benefit plans
12. Union-Management relationships
13. Writing Job Descriptions
14. Constructing Employee Development Plans

D. Course Learning Outcomes:

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

1. Identify the importance of the principal elements of a Human Resource program.
2. Explain the major laws affecting the workplace.
3. Describe how to create a job evaluation system.
4. Explain the reasons for implementing various types of total compensation packages for employees (e.g., salary, benefits, bonuses).
5. Recommend actions managers can take to create a productive work environment.

6. Explain how companies use training and development programs to increase employee productivity.
7. Describe the process of establishing appropriate disciplinary policies.
8. Explain the process for creating a positive union-management work environment.

E. Methods for Assessing Student Learning:

Methods for assessment may include, but are not limited to, the following:

1. Tests
2. Case studies on actual HR problems
3. HR Topic Paper
4. Projects
5. Classroom activities

F. Special Information:

None