

Inver Hills Community College

BUS 1141: Workforce Planning

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Presents legislations, regulations, and administrative processes affecting Human Resource operation in selecting, staffing, retaining, terminating employees, and record-keeping requirements.

B. COURSE EFFECTIVE DATES: 08/26/2013 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Key Legislations affecting employee rights and consumer privacy 25%
2. Equal Employment Opportunity/Affirmative Action 15%
3. Gender Discrimination and Harassment in the Workplace 4%
4. Organizational Staffing Requirements 6%
5. Job Analysis and Documentation 15%
6. Recruitment 10%
7. Flexible Staffing 2%
8. Selection and Retention 10%
9. Organizational Exit 10%
10. Employee Record Keeping 3%

D. LEARNING OUTCOMES (General)

1. Analyze the impact of key legislations on workforce planning and employment
2. Recommend selection, staffing, retention, and termination processes compliant with local, state, and federal laws and aligned with organizational goals
3. Conduct job analysis
4. Develop record keeping management compliant with local, state, and federal laws

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted