

Minnesota State College Southeast

SMGT 2210: Human Resource Issues for Managers

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course covers a variety of personnel issues that affect managers and supervisors in most organizations. Human Resource issues from hiring to firing, documentation, as well as potential legal ramifications will be covered. Laws regarding sexual harassment, all types of discrimination, Family Medical Leave Act, Americans with Disabilities Act and any new legislation that could impact area managers will be researched. (Prerequisite: None) (3 credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 05/12/1998 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Equal opportunity and the legal environment
2. Hiring, firing and appraising workplace performance
3. Compensation, benefits and employee relations

D. LEARNING OUTCOMES (General)

1. Describe legal ramifications of harassment
2. Define adverse impact
3. Align the HR dept within an organization's structure
4. Assemble selection criteria
5. Explain concept of an employment contract
6. Enumerate promotion criteria and procedures
7. Define HRs role in safety issues
8. Evaluate job application forms
9. Define hostile environment
10. Describe legal ramifications of discrimination
11. Explain the impact on HR of current Civil Rights and Labor laws
12. Examine recruiting methods
13. Write a legally scripted interview
14. List legal and illegal interview questions
15. Research HR publication resources
16. Predict the impact of current demographic trends
17. Define the variety of tasks covered by the HR department
18. Explain at-will employment
19. Describe ADA law
20. Describe legal statements that should appear in employee handbook
21. List steps to be taken to legally fire an employee
22. Apply best documentation practices
23. Analyze current legal cases
24. Describe the Whistle Blowers Act
25. Examine concept of wrongful discharge
26. Explain the legal ramifications of an AIDS employee
27. Define quid pro-quo
28. Compare compensation systems
29. Compare local employee handbook policies
30. Analyze different compensation plans
31. Explain workers' compensation
32. Address current workplace issues
33. List employee benefits
34. Examine job descriptions
35. Examine drug testing and employee rights
36. Define retaliation

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted