



South Central College

AGRI 1850 Employer/Employee Relations

Common Course Outline

Course Information

Description	This course covers aspects of being a good employee and a good employer. Extensive study of the elements encompassing work ethic will be a major focus. Students will develop an employment portfolio. The principles of supervision and the factors of supervision as they relate to the goals of the business will also be covered. Supervision problems with practical solutions will be emphasized. Personnel management techniques including determining personnel needs, finding and recruiting employees, completing performance appraisals, training, promoting, and managing legal issues, stress, and terminations will be included. (Prerequisites: None)
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Total Credits	3
Total Hours	48

Types of Instruction

Instruction Type	Credits/Hours
Lecture	3/48

Pre/Corequisites

None

Institutional Core Competencies

Civic Engagement and Social Responsibility - Students will be able to demonstrate the ability to engage in the social responsibilities expected of a community member.

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Cultural Competence - Students will be able to demonstrate an attitude of personal curiosity, a rising knowledge of cultures, and an evolving range of skills for living and working among others with other worldviews and ways of life.

Course Outcomes

1. **Assess employee personality considerations.**

Learning Objectives

Describe personality tools.
Identify learning styles.

2. Develop employee hiring portfolio.

Learning Objectives

Identify factors in hiring employees.
Complete job applications.
Complete personal resume.
Describe reference considerations.
Write letter of application.

3. Describe employee legal issues.

Learning Objectives

Identify liability issues.
Describe whistle blower law.
Identify negligence issues.
Describe discrimination policies.
Describe animal and people abuse issues.

4. Review company employment policies.

Learning Objectives

Identify employment policies.
Write sample business worker policies.
Describe animal care policies.
Describe worker safety policies.

5. Explain employee training considerations.

Learning Objectives

Describe methods of training employees.
Describe effective communication skills and techniques.
Practice employee training of Standard Operating Procedure (SOP).
Describe new employee training schedule.

6. Review employee performance considerations.

Learning Objectives

Describe employee performance considerations.
Describe monitoring of business SOP.
Describe records need for employee performance evaluations.
Perform sample employee evaluation.

7. Examine employee case problems.

Learning Objectives

Describe employee discipline considerations.
Discuss acceptable solutions to employee conflict.
Describe privacy issues in conflict resolution.

8. Apply decision-making techniques.

Learning Objectives

Practice decision make situations.
Communicate operational goals and plans.

9. Apply stress control techniques.

Learning Objectives

Describe work stress.
Describe factors to reduce work stress.
Assessing work environment.

10. Explain "work ethic" as desired by employers.

Learning Objectives

Describe the facets that are included in the concept of "work ethic".

Explain how a employee can exhibit a high level of "work ethic".

SCC Accessibility Statement

Disability Services provides accommodations and other supports to students with permanent and temporary disabilities that affect their SCC experience. Disabilities may include mental health (anxiety, depression, PTSD), ADHD, learning disabilities, chronic health conditions (migraine, fibromyalgia), sensory disabilities, and temporary disabilities (broken arm, surgery). Common accommodations are extended test time, private room for testing, audiobooks, and sign language interpreter.

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