



South Central College

SBMT 1410 Systems

Course Outcome Summary

Course Information

Description In this class the business owner or manager will study and develop systems for recruiting and hiring employees. They will also study the creation of personnel files and manuals, and methods for training new or present employees.

Total Credits 3

Total Hours 12

Types of Instruction

Instruction Type

Individualized

Credits/Hours

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.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

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 Competencies

1. Identify Personnel Needs

Learning Objectives

Be able to Recruit and Hire Employees

2. Assemble Job Specifications

Learning Objectives

Be Able to Train and Manage Employees

3. Develop Interview Questions

Learning Objectives

Create Personal Files and an Employee Manual

- 4. Select the recruiting media/methods**
- 5. Interview Potential Employees**
- 6. Identify Job Outcomes**
- 7. Establish Employee Goals**
- 8. Train New Employees**
- 9. Perform Employee Reprimands**
- 10. Conduct Performance Appraisals**
- 11. Establish Business Policies**
- 12. Identify Personnel File Documents**
- 13. Assemble Employee Files**
- 14. Identify Employee Manual Contents**
- 15. Write Employee Manual**

SCC Accessibility Statement

South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.