

Fond du Lac Tribal and Community College  
**COURSE OUTLINE**

**I. Catalog Information**

A. Title of Course: Personnel Administration & Supervision      B. Course Designator: BUS 2030

C. Number of Credits: Lecture 3 Lab \_\_\_\_\_      D. Control Number: 40

E. Catalog/Course description:

A study of the policies and practices used in the effective utilization of human resources- including such management functions as selecting staff, training, communication, motivation, and compensation.

F. Course prerequisites: - None

G. Date Approved: \_\_\_\_\_

Date Revised: 02/08/11

**II. Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers)

Textbook: Administration and Supervision  
Draft (4<sup>th</sup> Edition)  
Harcourt Brace 1997

Study guide will be provided by instructor.

Library research will be expected throughout course. Guest speakers throughout course in managing personnel.

**III. Learning Goals, Outcomes, and Assessment** Minimum of one goal and two learning outcomes in each competency. *If your course does not meet one of the Competencies Across the Curriculum, please justify your rationale.* Minimum of two assessment measures for each learning outcome. Add other goals and outcomes as needed. If this course is part of the Minnesota Transfer Curriculum (MnTC), attach the MnTC goals, outcomes, and your assessment measures to this form; if possible, use them to complete the information below.

A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information as well as core computer tools for the manipulation and presentation of information.)

1. Learning Goals:

Goal: Understand and explain the concepts of systems theory.

2. Learning Outcomes and Assessments:

Outcome: Research using the text and on-line methods to grasp an understanding of systems theory.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)

1. Learning Goals:

Goal: Research and discuss classical and humanistic management of personnel.

2. Learning Outcomes and Assessments:

Outcome: Identify and discuss history of management theory, various writers and writings as to how we come to personnel administration and supervision as we know it today.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)

1. Learning Goals:

Goal: Develop an understanding of the historical forces in society and how it has influenced administration and personnel.

2. Learning Outcomes and Assessments:

Outcome: Apply understanding of historical issues in personnel management and apply that knowledge to current day/real world case studies.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, and/or respect for global diversity.)

1. Learning Goals:

Goal: Explore supervisory methods of diverse groups and various cultures around the world.

2. Learning Outcomes and Assessments:

Outcome: An understanding of diverse supervisory traits.

Outcome: Review personnel issues based on various cultures world wide.

Assessment: Class discussions and participation

Assessment: Individual and group projects

Assessment: Case analysis and application

Assessment: Testing situations

Assessment: Use of technology as demonstrated through class situations

Documentation for MnTC - None

**IV. Course Content** (Outline the major topics covered in this course.)

- The changing paradigm of business
- The foundations of personnel and administration
- Environments and corporate culture
- Managing employees
- Human resource management
- Leadership in organization

(revised October 2009)