

# ***COCONINO COMMUNITY COLLEGE***

## ***COURSE OUTLINE***

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Status: Permanent

December 4, 1991  
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A. Identification:

1. Subject Area: Business
2. Course Number: BUS 211
3. Course Title: HUMAN RESOURCES/PERSONNEL MANAGEMENT
4. Credit Hrs: 3
5. Catalog Description:

Human resources planning and how its application to the organization's goals and objectives. Human resources policies, job analysis, employee selection, training, performance evaluation, benefits, compensation, labor relations, morale, safety, and termination. Three lecture.

B. Course Goals:

To provide the students with the necessary skills to prepare them for understanding the contemporary environment of business and industry in the complex organizational setting of today and the impact of dynamic change taking place within the organization and to emphasize the functional areas of organizational change as preparation for: problem-solving, communication, reasoning, and reporting. Computer worksheet applications may be utilized. (A form of simulations may be utilized.)

C. Course Outcomes:

The student will demonstrate by their scores on written assignments and exams, mastery of the basic business skills necessary to perform the following:

1. Problem solving techniques
2. Instruction interpretation
3. Understanding of business vocabulary
4. Explain the structure of complex organizations
5. How goal setting is viewed from within by employees
6. Given a case situation determine the critical nature of the issues utilizing critical

thinking processes

7. Describe the impact which ethics, power, networking, mentoring, personal wellness has on the dynamics of the work environment

D. Assessment of Course Outcomes.

1. Instructor assigned reading and homework
2. Exam questions and/or project

E. Course Content:

1. Part I: Introduction and equal employment opportunity
2. Part II: Staffing the organization
3. Part III: Training and development of employees
4. Part IV: Compensating employees
5. Part V: Understanding unions
6. Part VI: Organizational maintenance, communication, and information systems