

## MASTER COURSE OUTLINE

A. SMGT 1480 Employee Assistance Issues

B. COURSE DESCRIPTION:

This course emphasizes skills to handle suspected substance abuse problem effectively, fairly, and legally. Focus is on understanding drug and alcohol abuse, AIDS in the workplace, family relationships, and clinical depression. This course also covers employee assistance programs and the latest research on treatment and recovery of the conditions and diseases studied.

**(1 Cr – 1 lect, 0 lab)**

C. \*\*Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Employee mental and physical health
- Employee assistance programs
- Employee wellness needs

E. GOAL TYPES, OBJECTIVES, AND OUTCOMES:

<u>GOAL</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
** <u>Critical Thinking</u>	Students will be able to gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	The student will successfully <ol style="list-style-type: none"> <li>1. discuss chemical dependency problems through a performance appraisal.</li> <li>2. apply appropriate appraisal tools.</li> </ol>
<u>CS</u>	recognize sources of professional support and resources.	<ol style="list-style-type: none"> <li>1. report on potential support resources.</li> </ol>
<u>CS</u>	understand support strategies that supervisors can utilize with employees.	<ol style="list-style-type: none"> <li>1. demonstrate support strategies that supervisors utilize with employees.</li> </ol>
<u>CS</u>	understand policies that encourage drug-free workplaces.	<ol style="list-style-type: none"> <li>1. identify and review workplace policies and offer suggestions for policies.</li> </ol>
<u>CS</u>	understand treatments and resources to address depression.	<ol style="list-style-type: none"> <li>1. identify treatments and resources to address depression.</li> </ol>
<u>CS</u>	understand family relationship issues.	<ol style="list-style-type: none"> <li>1. identify family relationship issues.</li> </ol>
<u>CS</u>	understand the ramifications of addressing family relationship issues.	<ol style="list-style-type: none"> <li>1. develop a plan of action to support an employee through a family issue.</li> </ol>
<u>CS</u>	recognize resources to assist employees with family relationship issues.	<ol style="list-style-type: none"> <li>1. identify and refer employees to support resources for family relationship issues.</li> </ol>

<u>CS</u>	understand the impact of AIDS in the workplace.	1. identify and explain the impact of AIDS in the workplace including symptom identification, discrimination, impact on others and organization, treatment and legal responsibilities..
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F. SPECIAL INFORMATION:

This course may require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request.

G. COURSE CODING INFORMATION:

Course Code A/Class Maximum 42; Letter Grade

Revision date: 04/20/11

AASC Approval date: 05/10/11

<b>*Riverland Community College Disciplines</b>	<b>MnTC Goal Number</b>
Communication (CM)	<b>1</b>
Natural Sciences (NS)	<b>3</b>
Mathematics/Logical Reasoning (MA)	<b>4</b>
History and the Social & Behavioral Sciences (SS)	<b>5</b>
Humanities and Fine Arts (HU)	<b>6</b>

<b>**Riverland Community College Core Themes</b>	<b>MnTC Goal Number</b>
Critical Thinking (CT)	<b>2</b>
Human Diversity (HD)	<b>7</b>
Global Perspective (GP)	<b>8</b>
Ethical and Civic Responsibility (EC)	<b>9</b>
People and the Environment (PE)	<b>10</b>

\*These five MnTC Goals have been identified as Riverland Community College Disciplines.

\*\* These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

Riverland