



## MASTER COURSE OUTLINE

A. FBMA 2941 Directed Study — Personnel Management

B. COURSE DESCRIPTION:

Students will organize skills for effective management of farm employees and agribusiness personnel through development of handbooks, compensation/incentive packages, individual expectations/evaluations, and team meetings.

**(2 Cr – 2 lect, 0 lab)**

C. **\*\*Core Theme:** Critical Thinking

D. RIVERLAND INSTITUTIONAL LEARNING OUTCOMES:

This course addresses the following Riverland Institutional Learning Outcome(s):

- ILO 1: critical thinking (*Core Theme Goal 2*)
- ILO 2: awareness of the larger global community (*Core Theme Goal 7 or 8*)
- ILO 3: ethical, engaged citizenship (*Core Theme Goal 9 or Goal 10*)
- ILO 4: communication and collaboration (*Discipline Goal 1 and by any learning outcome(s) involving communication or collaboration*)

E. MAJOR CONTENT AREAS:

- Employee evaluation
- Employee procedures
- Employee handbooks

F. GOAL TYPE, OBJECTIVES, AND OUTCOMES:

<u>GOAL TYPE</u>	<u>OBJECTIVES</u>	<u>OUTCOMES</u>
<b>**Critical Thinking</b>	<b>Students will be able to</b> gather factual information and apply it to a given problem in a manner that is relevant, clear, and comprehensive.	<b>The student will successfully</b> 1. prepare an employee handbook. 2. diagram a team concept for determining business needs. 3. organize essential features for effective employee meetings.
<b>CS</b>	diagnose and recommend treatments of business needs through team meetings.	1. determine a procedure for enhancing employee skills through education and training. 2. develop methods of employee motivation. 3. develop written guidelines for employee evaluation.

<u>CS</u>	develop employee handbooks specific to the farm business.	<ol style="list-style-type: none"> <li>1. outline complete job descriptions for each employee of the farm business.</li> <li>2. develop employee compensation and incentive packages with guidelines for periodic review.</li> </ol>
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G. 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 Accessibility Services 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.

H. COURSE CODING INFORMATION:

Course Code U/Customer Driven; Letter Grade

Revision date: 08/30/23

AASC Approval date: 10/17/23

<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.