COLLEGEWIDE COURSE OUTLINE OF RECORD

BUSN 221, PRINCIPLES OF EMPLOYMENT

COURSE TITLE: Principles of Employment
COURSE NUMBER: BUSN 221
PROGRAM: Business, Logistics, and Supply Chain
DIVISION: Business
CREDIT HOURS: 3
CONTACT HOURS: Lecture: 3
DATE OF LAST REVISION: Fall, 2015
EFFECTIVE DATE OF THIS REVISION: Spring, 2020

CATALOG DESCRIPTION: Emphasizes the employment process with an in-depth look at linking business strategies with strategic hiring practices, including forecasting, planning, recruiting, measuring, and selecting internal and external candidates in a legal context. Topics also include methods of designing job analyses and descriptions, orientation, retention, turnover, and termination.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Develop an understanding of sourcing, recruiting, selecting, and hiring employees.
2. Evaluate the link between the organization’s strategic goals and the staffing strategy.
3. Determine appropriate and legal issues used in the selection and hiring process.
4. Explain and apply legal concerns to recruiting, selecting, and hiring employees.
5. Discuss the critical nature between hiring and strategic planning.
6. Identify the need for forecasting and planning future staffing requirements.
7. Evaluate measurement and assessment tools related to staffing and performance evaluation.
8. Identify the orientation process and its importance.
9. Discuss the different types of turnover and retention strategies.
10. Explain how to effectively terminate employees.
11. Complete a job analysis utilizing various data collection techniques and prepare a job description.

COURSE CONTENT: Topical areas of study include –

Sourcing methods
Selecting methods
Legal issues
Job Description

Recruiting methods
Orientation process
Job Analysis

Job Analysis
HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:

The Ivy Tech Library is available to students’ on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to http://www.ivytech.edu/library/ and choose the link for your campus.

ATTENDANCE STATEMENT:

Students are expected to attend and participate regularly in class meetings, online learning activities and other activities assigned as a part of a course of instruction. Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines. Faculty and staff shall be sensitive to students’ religious beliefs and observances, including an expectation that instructors make reasonable arrangements when a student must miss an exam or other academic exercise due to their religious observance. When notified in advance, and when possible, faculty will make allowances for students to make up missed work.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of dishonesty such as the acquisition of tests without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

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ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.

If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

Title IX STATEMENT:
Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html under Confidential Employees and/or Community Resources.