Administrative Unit: Business Administration Department

Course Prefix and Number: MGMT 364

Course Title: Workforce Planning and Employment

Number of Credit Hours: 3
Lecture Hours: 3
Laboratory Hours: 0

Catalog Description: This course explores how organizations plan for changes in their workforce, create recruitment strategies, and develop selection systems to identify the best talent for their businesses. Topics include measurement of staffing effectiveness, job/competency analysis, testing strategies, and interviewing methods. Prerequisite: MGMT 361.

Prerequisite(s)/Corequisite(s): MGMT 361.

Text(s): Traditional textbooks that cover the complete subject matter of Workplace Planning and Employment are rare. Recommended textbooks are:


Course Objectives:
- To understand how organizations decide to increase or decrease their employment levels.
- To learn job analysis processes.
- To study recruitment and selected systems.

Measurable Learning Outcomes:
- Develop legally compliant job specifications and job descriptions using different job analysis methods.
- Define various recruitment methods such as college recruiting, networking, electronic recruiting, outsourcing, etc.
- Describe testing, simulation, and interviewing techniques used by organizations to select employees.

Topical Outline (major areas of coverage):
- Workforce Planning Techniques and Modules
- Job Analysis
- Strategic Hiring Processes; Recruiting Effectively and Staffing for the Future
- Managing Organizational Diversity
- Selection Systems
- Structured Interviews
- Behavioral Interviews
- Staffing Metrics
Recommended maximum class size for this course: 25

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

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Date: March 8, 2006

NOTE: The intention of the master syllabus is to provide an outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught or where it is taught. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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