Below is your syllabus that includes a tentative schedule of assignments. Note there are weekly due dates. They fall on Sunday at midnight.

COURSE SYLLABUS

Human Resource Management Summer 2017

BMG220- 3 credit hours

ONLINE

Professor: Sue Lugli

Office Location: Wheaton Hall, Room 313

Office Hours: by appointment

Office PHONE (860) 343-5840

Office e-mail: SLugli@mxcc.edu

The Professor reserves the right to change this syllabus at any time.

SCOPE OF COURSE:

This course is an introduction to the principles of Human Resource Management. Emphasis is placed upon the decision-making process of managing human resources. An interactive approach to the process is emphasized.

PROGRAM/DISCIPLINE LEARNING OUTCOMES CONTAINED IN COURSE:

In today's competitive environment, employers expect graduates to possess a certain skill set. The goal of the Business Administration/Marketing Programs is to enable a student to cultivate a personal skill set to achieve individual and organizational effectiveness. The following learning outcomes are incorporated into each course:

- Written and oral communication skills
- Critical thinking skills
- Quantitative and qualitative reasoning skills
- Technological literacy
- Information literacy skills
- Interpersonal skills and awareness
- Understanding of diversity
- Values, ethics and responsible citizenship
- Teamwork, team-building and project focus

- Knowledge of ethical and legal business behavior
- Appreciate the internal, external and global environment
- Flexibility and adaptive to change
- Ability to understand and satisfy customers, stakeholders and society
- Understand process management

IMPORTANCE OF COURSE IN PROGRAM/DISCIPLINE:

The Human Resource Management course (BMG 220) provides the student with the fundamentals to the major concepts and issues that are part of the decision- making process of managing human resources. Effectiveness in managing human resources is crucial to the survival of all business environments. Topics will include organizational environments; recruitment, selection, training and development, and performance appraisal; leadership and motivational philosophies and strategies; and group behavior. Emphasis will be placed on the current labor market and case study analysis.

LEARNING OUTCOMES:

The goal of the Human Resources Management course is for each student to develop an understanding of the basic decision-making process of managing human resources. Also, the course provides students with the opportunity to:

- Analyze principles, techniques and major functions of management and business organizations
- Work independently and with others of diverse backgrounds
- Demonstrate proficiencies in reading, writing, listening, presentation and decision making
- Rationalize and present solutions to problems using business knowledge and knowledge from other academic disciplines
- Develop a sound ethical, philosophical and moral skill set necessary to succeed in business

Textbooks and other required readings/computer software/materials/library reserve room:

 Human Resources Management, 4th edition, , Dressler, Pearson

   ISBN: 9780133791532

1. Access to the Internet is required. Middlesex Community College provides computer facilities that include access to the Internet, and access to Microsoft Office application software products. Students who do not have their own computers will find adequate facilities available for their use.
2. All students must have a Banner ID number to access college computer facilities Instructions will be given in the efficient use of the extensive electronic library holdings.
3. All students will be required to complete current readings from periodicals, newspapers, and the Internet as a supplement to the required textbook readings.
4. All course work must be submitted to blackboard in the assignment area. No emailed work will be accepted.

Evaluation methods:

Discussion Board   25%

Quizzes   25%

Case Study (Choose one from the back of the book –pages 589-603) 25%

Final
Exam   <u>25% </u>

                                                                                     100%

*Refer to Course Catalog pg. 39 for Grade points/Letter grade.

Tentative Schedule:

Week 1 –July 5th – 9th, Part 1:Chapters 1 – 3, Discussion board, Chapters Quiz

Week 2 –July 10^{th –} 16th, Chapters 4-6, Discussion board, Chapters Quiz

Week 3 –July 17th– July 23, Chapters 7-9, Discussion board, Chapters Quiz

Week 4 –July 24th – July 30th, Chapters 10-11, Discussion board, Chapters Quiz - case due

Week 5 –July 31st – August 6th, Chapters 12-14, Discussion board, Chapters Quiz

Week 6 – August 7th - Final dUe

College Policies:

All policies and procedures, including but not limited to, class cancellation, withdrawing, academic honesty, plagiaries, and grading, are presented in the College Catalog at www.mxcc.edu/catalog/syllabus-policies/.

Non-Discrimination Statement:

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:

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Dr. Adrienne Maslin
Dean of Students/Title IX and Section 504/ADA Coordinator
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123|

- <u>Secondary Title IX Coordinator</u>
Ms. Queen Fordham
Coordinator of the Meriden Center Welcome Desk
qfordham@mxcc.edu; 203-608-3011

Expected Course of Conduct:

All resources and facilities of Middlesex Community College, including the computer classroom sites, are to be used solely for legitimate and authorized academic purposes. Any unauthorized or illegitimate use of the computer systems, resources, and/or facilities will be subject to disciplinary action.

Student's Responsibilities to the Course:

- You will be responsible to prepare for each class session (all readings complete and assignments done)
- You will be responsible to have all written assignments or oral presentations ready on the dates required.
- You will be expected to treat each other and the instructor with respect
- You will be expected to conduct yourself in an appropriate manner while you are in attendance in this course
- You will be responsible for the reasonable care of the computer equipment used in conjunction with this course