

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: SPRING 2011**

**COURSE NUMBER:** BUS 153 (1)

**INSTRUCTOR:** Gregory Brown

**COURSE TITLE:** Human Resources Man.

**OFFICE NO:** Building 4 room 7

**CREDIT HOURS:** 3

**OFFICE/VIRTUAL HOURS:** Mon 10am-11am  
Tue 5pm-6pm Wed 9am-10am & 5pm-6pm Thur  
5pm-6pm Fri 9am-12pm

**CONTACT HRS/WK:** 3

**PREREQUISITES:** None

**PHONE NO:** 252-789-0218

**COREQUISITES:** None

**FAX:** 252-792-0826

**E-MAIL:** gbrown@martincc.edu

**COURSE DESCRIPTION:**

This course introduces the functions of personnel/human resources within an organization. Topics include equal opportunity, the legal environment, recruiting, selection, appraisals, employee development, compensation, and employee relations. Upon completion of this course the student should be able to anticipate and resolve human resource concerns.

**PROGRAM LEARNING OUTCOMES:**

1. Articulate and exercise an understanding of the management process and functions and how these influence effective business practices
2. Utilize appropriate technology, techniques and practices to collect, process, and interpret information for decision making
3. Analyze company performance through the use of financial ratios
4. Use Capital budgeting techniques such as a) net present value b) Internal rate of return and c) pay back period

**COURSE LEARNING OUTCOMES:**

1. Explain the term Human Resources management
2. Identify the major functions of Human Resource management
3. Understand the selection and appraisal process

**REQUIRED TEXTBOOKS:** Dressler, G., Framework for human resources management, 6 edition. Prentice Hall. ISBN 9780132556378

**SUPPLEMENTAL RESOURCES:** None

**LEARNING/TEACHING METHODS:**

1. Lecture
2. Lab Assignments & Project
3. Homework Assignment
4. Outside reading assignments

**ASSESSMENTS/METHODS OF EVALUATION:**

1. Test 50%
2. Homework Problems 30%
3. Project 10%
4. Outside reading assignments 10%

**GRADING POLICY:**

A	100-93 %
B	92-85 %
C	84-77 %
D	76-70 %
E	Below 70 %

**COURSE OUTLINE:**

## Class Outline and Test Schedule

- 1 Managing human resources today
- 2 Managing equal opportunity
- 3 Personnel planning
4. Testing and selecting employees
5. Training and Developing employees
- 6 Performance management and appraisal
- 7 Compensating employees
8. Ethics and Fair treatment
- 9 Managing labor relations
- 10 Protecting safety and health

**STUDENT ATTENDANCE POLICY:**

The MCC Attendance Policy applies (20% of class days)

This is a three hour class and the maximum number of class hours you can miss is twelve (9) hours. Missing more than six straight hours of classes (without a justifiable excuse) and any cuts beyond 9 hours will result in you being administratively withdrawn from the class by your instructor. You will receive a grade of “WF” which will change into an “F”. If you arrive to class after the roll is called you will receive a tardy. Three tardies will equal one absence. If you have six consecutive hours absent you can be administratively withdrawn from the class. You will receive a “WF” which counts as an “F” for the final grade. Students can be readmitted only with the written approval of the instructor (the student is responsible for making up any missed work before reinstatement).

Contact your instructor immediately if an emergency arises and you are unable to submit your work (or attend class) as required. NOTE: If you find that you cannot complete the course for any reason, contact your instructor and refer to your college catalog for withdrawal procedures.

## Administrative Withdrawal

If you are absent 6 consecutive hours, you can be administratively withdrawn from the class by your instructor. You will receive a “WF” which counts as an “F” for the final grade. Students can be readmitted only with the written approval of the instructor (the student is responsible for making up any missed tests and assignments before reinstatement)

## REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES\*

\*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student’s faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The Request for Excused Absences for Religious Observances form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

## COURSE POLICIES:

### Test Attendance

All students are expected to be in attendance for all tests. Any student who fails to attend a test will receive a seven point deduction off their test grade for every day they are late taking the test. (not every class day, but every day you are late taking the test).

\*\*\*\*\*NO Exception\*\*\*\*\*

### Homework assignments

I will not accept late homework assignments and you will get a zero for that assignment,

### Academic Honesty

Note that in addition to good academic performance, students should exhibit the qualities of honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor-selected monitor. Any proof of dishonesty including plagiarism will make students subject to disciplinary action. Please consult your college catalog for more information

1. Cell Phones & other Electronic devices: Please turn off all electronic devices and remove Blue Tooth enabled devices. Cell Phones should be turned off before entering class. Calls cannot be made or received during class without prior permission from the instructor. Any unauthorized electronic device in use during a test will result in a grade of Zero (0).

2. Students who leave class before dismissal, who do not inform the instructor, can expect to be counted absent from class.

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

*If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.*

**Words of Wisdom: A class is like a bank account. If you don't put anything into it,  
You won't get anything out of it.**