

**Moberly Area Community College  
Common Syllabus**

**BUS113 Human Resource Management  
Current Term**

**Instructor:**

**Office Number:**

**Office Hours:**

**Response Time:** I typically respond to student emails within 24 hours, Monday through Friday.

**Contact Information:**

**Classroom number:**

**Section number(s):**

**Class days and time:**

**Catalog Description:** BUS113 Human Resource Management (3-0-3)

The course includes supervisory applications and text study of relationships and communications between employees and first-line supervisors, employees and top management, middle management and subordinates, and middle management and top management.

**Prerequisite/Corequisite:** None

**Text:** Noe, *Fundamentals of Human Resource Management w/Access Card*, 9<sup>th</sup> Edition, McGraw Hill Publisher.

**Other Required Materials:**

**Purpose of Course:** This course will provide students with the opportunity to develop and improve their interpersonal communication skill in a safe, non-threatening environment. The ultimate goal is for students to learn how to practice human relations in such a way that employees are motivated by their job situation to work together productively, and so that the individual needs of employees and the objectives of the organization are simultaneously fulfilled.

**Course Objectives (CO):**

1. Understand the importance of interpersonal communication and how to use it to further their personal and professional development
2. Understand the concepts of human needs and motivation.
3. Understand common work-related human relation problems, their causes and effects.
4. Know how to effectively handle human relation problems in the workplace.

**Course Content:**

Supervisory applications and text study of relationships and communications between employees and first-line supervisors; employees and top management; middle management and subordinates; and middle management and top management.

**Statement to Connect Course with Institutional Student Level Outcomes:**

In compliance with MACC's Institutional Student Level Outcomes, the student who successfully completes this course will be able to meet the following institutional learning outcomes:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

**EVALUATION OF STUDENT LEARNING**

**Business Administration Program Assessment:**

The Business Administration faculty continually strives to meet the needs of their students through program improvements. These improvements are a result of program assessments and the consultation and advisement of the Business Administration Advisory Committee. In addition to the course assessments outlined in this syllabus, the objectives achieved in this course will also be an integral part of the Business Administration program assessment.

**Grade Scale:**

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59 and below

**Evaluation:**

(State the way learning objectives will be measured. They may be measured through, but not limited to, the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.)

**Description of Major Assignment(s)/Project(s):**

Per instructor

**INSTRUCTOR POLICIES**

**Tardiness:**

Per instructor's policy

**Make-up and late work:**

Per instructor's policy

**Extra-credit work:**

Per instructor's policy

**Schedule of Student Assignments/Activities:**

(Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.)

**Other:**

List any other instructor policies

**COLLEGEWIDE POLICIES:**

All faculty and students need to be aware of collegewide policies and procedures. Statements on Academic Dishonesty, ADA, Attendance, Title IX, and other important collegewide policies can be accessed by clicking on the following: [Collegewide Policies in Student Resources](#).