

**Hagerstown Community College
MASTER SYLLABUS**

COURSE: MGT 210 - Human Resources Management (3 credits)

INSTRUCTOR: Aaron Mitchell

SEMESTER/YEAR: Spring 2018

COURSE DESCRIPTION:

This course is designed to provide students with a complete, comprehensive review of essential personnel management concepts and techniques. Focus will be on practical applications that all managers need to deal with their HR related responsibilities; because the reality is that all managers do have personnel related responsibilities.

TEXTBOOK: Human Resource Management, Version 2.0, by Laura Portolese Dias, Flatworld Knowledge, 2015

STUDENT LEARNING OUTCOMES:

Students who successfully complete this course will be able to:

- To familiarize the student with an overview of the Human Resources Management discipline.
- To understand the theories behind the strategic role of Human Resources Management to business and employee success.
- To gain an understanding of the significance of the principles of Human Resources Management as they pertain to the function and performance of Line and Staff Management.
- To understand the implications of equal opportunity and legal issues on business management.
- To gain a perspective as to how the Human resources profession has changed and will continue to change in order to meet the legal and social requirements set forth by today's changing society.

Total Hours of Coursework:

Assignment/Assessment	Clock Hours	Explanation
In-class instruction	37.5	Time spent in class
Assigned readings & sample problems	57	Reading, note-taking, practicing sample problems, etc.
Quizzes	15	Study time plus time to complete quizzes
Exams	17	Study time plus time to complete exams
Field report	8	Research, writing, presentation, etc.
Total hours	134.5	

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.

