
 CSC CHADRON STATE COLLEGE	<div> <div> BusinessACADEMY </div> <div> We Mean Business @ Chadron State College </div> </div>
Course Information	<div> MGMT 610-79B2 Human Capital Management Fall 2015 - 2nd 8 Weeks October 26, 2015 – December 18, 2015 </div>
Instructor Information	<div> Dr. Dana Leland Office Phone: 210-844-0565 E-mail: dleland@csc.edu CSC Online Address: online.csc.edu OR www.csc.edu Campus Office Hours: Office hours are TWR 9:20-11 AM or by appointment. Online Office Hours: As needed Please send an email/call to schedule an online/in-person appointment when needed. </div>
Course Description	<div> Credit Hours: 3 Human Capital Management (HCM) is an interesting and exciting aspect of management useful to anyone that wishes to maximize people based outcomes within an organization. This course will cover the principles and techniques of human capital management from both micro and macro perspectives, including legislation affecting employers today, and practical applications of various people related functions. State-of-the-art insight will be offered into the human resource functions of recruiting, development, compensation, integration, and separation. Emphasis will be given to the transfer of theory to support the application of HCM techniques that may be used by business/organizational leadership to strategically develop and tactically deploy human capital to produce results in the real-world enterprise. You will have the opportunity to focus your assignments within your particular area of study in support of your career plans. </div>
Required Text	<div> Fundamentals of Human Resource Management, 5th Edition  <div> Raymond Andrew Noe, OHIO STATE UNIV COLUMBUS John R. Hollenbeck, MICHIGAN STATE U EAST LANSING Barry Gerhart, UNIV OF WISC MADISON Patrick M. Wright, Cornell University---Ithaca Softcover with access card ©2014, ISBN-13 9780077801984 MHID 0077801989 </div> <div> Click to purchase Connect or Connect Plus with an eBook </div> </div>

Student Learning Outcomes	<p>The student will be able to:</p> <ul style="list-style-type: none">• Understand the conceptual and theoretical knowledge base for the development and management of human resources in the organization.• Know how to utilize the basic functions of human resource administration including: planning, job design, job analysis, recruiting, selection, training, career management, performance appraisal, compensation and legal compliance.• Apply the administrative tools and techniques commonly used to manage the basic systems of human resource management in organizations.• Appreciate the importance of human capital management within the context of the global business enterprise.																																												
Method(s) of Instruction	Online discussion of readings, PowerPoint presentations, interactive on-line response, testing, article reviews, project, term paper and other assignments and methods needed to ensure understanding and application of content.																																												
Course Requirements	Students are expected to read the appropriate chapters and be prepared for online class discussion; additionally, projects and other assignments to facilitate learning will be required throughout the course. Students will be required to satisfactorily complete all assignments including weekly participation in on-line discussions.																																												
Grading Procedures	<p>Grading Procedures: Students will be graded on a total points earned basis. Total points earned divided by the total points as weighted available for the course. Current grades will normally be available online.</p> <table><tr><th>Approximate Weighting</th><th></th><th>Overall Grading Scale</th><th></th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Assignments</td><td>25%</td><td>A = 100 - 90</td><td>A</td></tr><tr><td>Blog</td><td>5%</td><td>B = 89 - 80</td><td>B</td></tr><tr><td>Discussion</td><td>15%</td><td>C = 79 - 70</td><td>C</td></tr><tr><td>Project</td><td>15%</td><td>D = 69 - 60</td><td>D</td></tr><tr><td>Term Paper</td><td>15%</td><td>F = 59 & below</td><td>F</td></tr><tr><td>Tests & Quizzes</td><td>20%</td><td></td><td></td></tr><tr><td>Wiki</td><td>5%</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td>100%</td><td></td><td></td></tr></table>	Approximate Weighting		Overall Grading Scale						Assignments	25%	A = 100 - 90	A	Blog	5%	B = 89 - 80	B	Discussion	15%	C = 79 - 70	C	Project	15%	D = 69 - 60	D	Term Paper	15%	F = 59 & below	F	Tests & Quizzes	20%			Wiki	5%							Total	100%		
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Student Behavior	<p><u>Academic Honesty</u> - Students are expected to conduct themselves in conformity with the highest standards with regard to academic honesty. Violation of college, state, or federal standards with regard to plagiarism, cheating, or falsification of official records will not be tolerated. Students violating such standards will be subject to discipline, as per campus policies articulated in the Student Handbook. A full copy of the handbook can be found at http://www.csc.edu/documents/publications/csc_student_handbook.pdf. Academic Policies, including academic dishonesty, can be found between pages 33-35.</p> <p><u>Attendance/Participation Policy</u> – The College assumes that students will seek to profit from the instructional program and will recognize the importance of attending every class meeting of courses for which credit is expected. Responsibility for notifying faculty of absences, and for arranging potential make-up, rests with the students. In courses that utilize an online format, students are expected to participate in an appropriate and frequent manner, as determined by course instructor.</p> <p><u>Civility</u> – Civil behavior enhances the learning environment, and is expected at all times. Courtesy and respect for others are essential elements to the learning process. Courses offered through Chadron State College welcome a difference of opinion, discourse, and debate within a civil environment.</p> <p><u>Groups</u> –Group learning activities: A "down vote" by the Team for a member's "social loafing" will result in a one letter grade reduction for the first assignment, -2LG, -3LG for any subsequent occurrences; any no shows or egregious non-contributors will not be eligible for full credit up to and including a zero for the Group assignment/s; Team input is invited, however, all credit earned and posted grades are totally at Instructor discretion.</p>
Nondiscrimination Policy/ Equal Educational Opportunities Policy	<p>Chadron State College is committed to an affirmative action program to encourage admission of minority and female students and to provide procedures which will assure equal treatment of all students. The College is committed to creating an environment for all students that is consistent with nondiscriminatory policy. To that end, it is the policy of Chadron State College to administer its academic employment programs and related supporting services in a manner which does not discriminate on the basis of gender, race, color, national origin, age, religion, disability, sexual orientation, gender identity, or marital status. Student requests for reasonable accommodation based upon documented disabilities should be presented within the first two weeks of the semester, or within two weeks of the diagnosis, to the disabilities contact person (432-6268; Crites 011).</p>
Disclaimer	<p>This syllabus and schedule is articulated as an expectation of class topics, learning activities, and expected student learning. However, the instructor reserves the right to make changes in this schedule that, within my professional judgment, would result in enhanced or more effective learning on the part of the students. These modifications will not substantially change the intent or outcomes of this course and will be done within the policies and procedures of Chadron State College.</p>

**CSC Mission &
Master Academic
Plan (MAP)**

Mission Statement

Chadron State College (CSC) will enrich the quality of life in the region by providing educational opportunities, research, service and programs that contribute significantly to the vitality and diversity of the region.

MAP Priorities, 2014-2018

CSC is committed to the achievement of tasks/projects that align with the following Priorities:

- 1) Continue to implement and improve the Essential Studies Program (ESP).
- 2) Define, develop, and promote co-curricular experiences that foster undergraduate and graduate student engagement.
- 3) Create and implement a strategic vision(s) for teaching and learning technologies, teaching and learning center (TLC) and the library learning commons (LLC).
- 4) Evaluate campus-wide processes for student recruitment, advising and retention; recommend a plan for continuous improvement.
- 5) Study, create, and implement a strategic vision for the graduate studies program.
- 6) Evaluate campus-wide processes for faculty and staff recruitment and retention; recommend a plan for continuous improvement.

**Summary of
Common
Professional
Component
Topics Covered
in Course**

Topics	Contact Hours*
Marketing	0
Finance	0
Accounting	0
Management	40
Law	8
Economics	0
Ethics	4
Global	5
Information Systems	0
Statistics	0
Policy/Comprehensive	8
Total Hours	65

**Accreditation Council
for Business Schools
and Programs**



*Note: The CPC contact hours shown in this summary add to more than 45 because certain topical areas of the CPC are covered along with the primary subject of Management. For example, a learning activity could include contact hours under multiple CPC headings.

The following represents the expected contact hours needed to ensure that the time involved in student learning is equivalent to that needed to attain the learning outcomes in comparable courses; learning outcome equivalency is achieved through multiple course modalities. It is expected that students will spend the following Hours per Week participating in each of the listed course modalities.

****Disclaimer:** The completion of the minimum time commitment does not ensure a passing grade. Achievement of the course competencies must be demonstrated.

Learning Activity	Hours Per Week	Total for Course
Direct Instruction	0	0
Reading & Interactive Multimedia	4	32
Homework	3	24
Discussions	2	16
Project-Based Learning	3	24
Research-Based Learning	3	24
Group Work	2	16
Assessments	1.5	12
Total		148

The actual hours spent on individual learning activities will vary from student to student depending on prior knowledge; however, 135 hours represents the minimum expectation for any student.

Course Schedule/ Outline	Dates	Content Covered and Assignments
	Week One 10/26 – 11/1	<ul style="list-style-type: none"> • Introduction and welcome to course • Chapter 1 – Managing Human Resources • Chapter 2 – Trends in Human Resource Management
	Week Two 11/2 – 11/8	<ul style="list-style-type: none"> • Chapter 3 – Providing Equal Employment Opportunity and a Safe Workplace • Chapter 4 – Analyzing Work and Designing Jobs
	Week Three 11/9 – 11/15	<ul style="list-style-type: none"> • Chapter 5 – Planning for and Recruiting Human Resources • Chapter 6 – Selecting Employees and Placing Them in Jobs
	Week Four 11/16 – 11/22	<ul style="list-style-type: none"> • Chapter 7 – Training Employees • Chapter 8 – Managing Employees' Performance
	Week Five 11/23 – 11/29	<ul style="list-style-type: none"> • Chapter 9 – Developing Employees for Future Success • Chapter 10 – Separating and Retaining Employees
	Week Six 11/30 – 12/6	<ul style="list-style-type: none"> • Chapter 11 – Establishing a Pay Structure • Chapter 12 – Recognizing Employee Contributions With Pay
	Week Seven 12/7 – 12/13	<ul style="list-style-type: none"> • Chapter 13 – Providing Employee Benefits • Chapter 14 – Collective Bargaining and Labor Relations
	Week Eight 12/14 – 12/18	<ul style="list-style-type: none"> • Chapter 15 – Managing Human Resources Globally • Chapter 16 – Creating and Maintaining High-Performance Organizations • Arranged (TBA) – Comprehensive Final Exam

**The Ghost of
Christmas Future**

Nothing ever stays the same and you are changing as well. You are now in business for yourself—the business of your future. In many ways whether you get a “lump of coal” or a coveted present will be determined by the work you do now.

Woody Allen once said “80% of success in life is just showing up.”

In other words, do not expect to be successful in your academic endeavors if you do not physically show up for class—or virtually show up in the case of an online class. You will almost certainly find this to be true—and perhaps you already have.

During your class work we will discuss many things; two of the most important will be theory versus application, as the two are complementary but do not always agree. You will also be exposed to a variety of critical thinking methods and managerial techniques including what I call horizontally and vertically integrated thinking [looking at multiple stakeholder viewpoints within the organization]. Just because a business person asked for something to happen doesn’t mean it did happen—thus, the need for feedback and verification loops. We will cover these and many other topics [including the Gretzky] during our time in class; all will be geared for your benefit.

My efforts in any of your courses with me will be to educate you in both the content of the course and how the real-world of business practice works, with a goal of grafting transferable skills that will support your getting hired by an employer—yes, if you are not already working it will seem like tomorrow that you are on the pavement with your resume’ in hand.

Many students waste a lot of time and effort trying to figure out what they should apply themselves to and learn; my advice to you all is to save the energy and learn everything you can. Quite simply put you will never know what you need to be prepared for in the future. You are in the process of creating human intellectual capital--your own.

Research has shown that investing in yourself and earning a baccalaureate or graduate degree is one of the best possible investments you could make—don’t waste this opportunity! Most people now change careers approximately five times in their working lifetime, and this business course or degree will be of great benefit to you as “business” is the core of many professional endeavors.

"We should be taught not to wait for inspiration to start a thing. Action always generates inspiration. Inspiration seldom generates action."

Frank Tibolt

So what are you waiting for?