

**MMT 107**  
**Human Resource Management**  
3 Credit Hours  
Internet Course

**Instructor Information**

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Course Description

MMT 107 – Human Resource Management

This course examines the practical situations that managers face in business situations. Designed to help solve day-to-day problems that arise in working with employees and administering programs of employee selection, training, evaluation, compensation, labor relations and personnel planning. Also stressed is the effect of federal legislation on personnel decisions and how diversity impacts everything that occurs in the workplace.

**Prerequisite:** none.

**Textbook:** Contact the ECC Bookstore: [eccbookstore@elgin.edu](mailto:eccbookstore@elgin.edu); 847-214-7395

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Learning Outcomes of Course

Successful completion of this course will enable the student to:

1. Form a knowledge base of EEO and the law.
2. Critically analyze and evaluate human resource management policies, procedures, and practices in formal organizations within the legal environment for EEO.
3. Understand how to align HR with the business department's strategy.

Measurable Learning Outcomes:

-  Understand the essentials of human resource management;
-  Understand the importance of human resource management;
-  Understand how the global village's affects human resource management;
-  Understand the implications of the civil rights act;
-  Understand motivation, recruiting, selection and socialization;
-  Understand unions and the legal environment of human resource management.

## Student Conduct

The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct during this online course. All Elgin Community College students are responsible for behaving in a manner consistent with ECC's policies. (Read behavior policy)

## Assignments and Course Grades

- All writing assignments must be typed, double-spaced, Times New Roman and 12 point font. No hand written assignments will be accepted.
- Your name, the class, the date and assignment title must be on all assignments. Points will be deducted for such minor exclusions.
- The Grading Rubrics will be used for all oral and written assignments.
- Please make sure you spell and grammar check all assignments before turning them in to the instructor.
- You should use APA style, 6<sup>th</sup> edition for writing assignments. I will go over the APA style during the initial class session.
- Your course grade will be determined by the number of points you receive for attendance, assignments, quizzes and exams.
- Make every effort to consult with the instructor on any extenuating circumstances. Do not wait until your grade decreases before you consult with the instructor.

## Students with Disabilities

If you have a disability (physical, mental, emotional or learning) you may be entitled to some accommodations, services or support. The law that is in effect at the college level says that you do not have to reveal a disability but it is often in the student's best interest to notify the instructor and the Learning Skills Center of a disability so that support can be arranged, if it is needed. If you do want any support services, you will have to provide documentation of the disability to the college through the Learning Skills Center. If you do not inform us of the disability we are not required to make any exceptions to any standard procedure.

## ECC Statement of Plagiarism

Plagiarism is the presentation of another person's written words or ideas as one's own. At its worst, it is deliberate dishonesty, as in the case of copying another student's work and presenting it as one's own; or in the case of copying work from a book or article and presenting it as one's own. Such a blatant, deliberate act amounts to academic theft and is a highly serious offense within the college community. The Business Management Department recommends that a student guilty of deliberate plagiarism will receive an automatic grade of "F" for the entire course in which the plagiarism occurs.