Course Description:
This course examines the major trends in human resources management, including problems and issues faced by organizations and individuals in times of change. Responsibilities of the human resources department and the roles that every manager plays, both as a supervisor and as a client of the human resources department, are studied. Topics include human resources forecasting and planning, job design, employee selection, equal employment opportunity laws and judicial rulings, performance appraisal, compensation and benefits, career development, and labor relations.

Students Learning Outcomes and Core Competencies:

This course will achieve the following general student learning outcomes for the Bachelor of Applied Technology program:

1. Apply oral and written communication skills and leverage technology to enhance communications in order to prepare and present reports.
2. Employ creative and critical thinking processes to resolve problems of the organization.

This course will transfer to other community colleges and most four-year institutions in Texas.

Text, References, and Supplies:
To be determined by the Instructor of record

Objectives:
Upon successful completion of the course the student will be able to:

1. Identify HRM practices that are best suited to different business strategies.
2. Specify how management can deal with the major international differences in HRM.
3. Determine how employment laws apply to various human resource practices.
4. Analyze the tasks that make up a job and the attributes required to perform that job.
5. Evaluate the performance of a person in that job.
6. Plan for recruiting and promotion to avoid a surplus or shortage of employees.
7. Apply and evaluate methods for recruiting and hiring employees.
8. Determine the training approaches best suited to different organizational objectives.
9. Evaluate the impact of labor unions and labor laws on HRM.

Student Contributions, Responsibilities and Class Policies:
Each student is expected to study at least three hours per week preparing for class, take an active role in lecture/discussion, meet assignment due dates, and conduct themselves in a businesslike manner in the class. Students are expected to exhibit professional behavior during scheduled class times and while in the lab.

Evaluation of Students:
Performance will be measured by student testing and class participation as follows:

<table>
<thead>
<tr>
<th>Biweekly quizzes</th>
<th>700</th>
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</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>100</td>
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<tr>
<td>Final</td>
<td>100</td>
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Semester course grade is determined as follows:
Course Schedule:
This is a hybrid BAT class and will meet as agreed upon by the class and instructor. Assignments will be posted on the internet within the Discussion Board area for this course. This is NOT a flexible time course.

Required Participation:
For Online/Hybrid classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Attendance Policy:
Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

Withdrawal Policy:
Requests for withdrawal must be made using the College's accepted withdrawal methods. Students must complete an official withdrawal form either in person in the Student Services office, online or by written request. Midland College reserves the right to decline approval of a withdrawal request for any reason. Such reasons may include, but are not limited to: submitting incomplete information on the request, not submitting current contact information for the student, not resolving any questions concerning the authenticity of the document, disciplinary actions, outstanding debts, TSI liability, etc.

Scholastic Dishonesty & Academic Misconduct
Academic dishonesty includes cheating, fabrication, plagiarism, and facilitating academic dishonesty. Disciplinary options include, but are not limited to, suspension and dismissal. (See the Midland College Student Handbook for a complete explanation of college policy).
http://www.midland.edu/students/academics/academic_misconduct/plagiarism.php

AMERICANS WITH DISABILITIES ACT (ADA): (Below is the statement that Student Services has provided for inclusion in the syllabus.)
Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

**Instructor Information:**
**Instructor:**

**Office**
**Phone:**

**Email**

**Office Hours:**
*Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor’s availability at a specific time.*

**Division Information:**
**Division Dean:**
Dr. Kennedy MHA176 432-685-6813

**Program or Department Chair:**
Doug Johnson TC 116 432-685-4665

**Division Secretary:**
Angelina Dolaptchieva MHA 176 432-685-6830