

MGMT 2167 – Human Resource Management

Course Description: An introduction to the nature of employer/employee relationships, a study of contemporary human relations techniques employed by business managers, as well as a survey of the primary functions of personnel administration including recruiting, selection, interviewing, training, testing, and supervision.

Credit: 3 Semester Hours

Text: Managing Human Resources (14th Edition) by George Bohlander & Scott Snell

Prerequisite: READ 0099 and ENGL 0099 (Learning Support)

Course Objectives:

- Demonstrate an understanding of the legal environment of human resource management
- Demonstrate knowledge of human resource planning, job analysis, job design, and recruitment
- Demonstrate knowledge of employee training and development
- Demonstrate knowledge of employee compensation
- Demonstrate an understanding of the nature of labor /management relations

Academic Dishonesty: Academic dishonesty will not be tolerated. Cases of academic dishonesty of any type will, at minimum, result in a failing grade.

Special Needs: Students with special needs because of learning disabilities or other kinds of disabilities are encouraged to talk with the instructor.

ABAC ATTENDANCE POLICY

Courses at Abraham Baldwin Agricultural College are provided for the intellectual growth and development of students. To attain maximum success, students must attend all their classes, be on time, and attend all scheduled course activities including, but not limited to, field trips, seminars, study sessions, individual conferences, and lectures. This interaction with instructors and other students is an important element of the learning process, and a high correlation exists between class attendance and course grades. A student must understand the importance of regular participation in classroom and laboratory activities. The absence of any student affects not only his or her performance but the performance of the class as a whole. Absence from class, for whatever reason, does not excuse a student from full responsibility for class work or assignments missed. Students must accept this responsibility.

Instructors will keep accurate attendance records and must report the individual number of absences with midterm and final grades. Students whose number of unexcused absences is more than twice the number of class meetings per week (the equivalent of two weeks of instruction) will receive a grade of “F” for the course. Fewer absences than twice the number of class meetings per week may result in grade penalties at the discretion of the instructor. Specific attendance requirements applying to labs, clinics, accelerated classes or Learning Support will be adapted to the unique situation by the appropriate division. Final determination of what constitutes an excused absence rests with the classroom instructor. In implementing this Policy, faculty will not include in a student’s unexcused absences those absences incurred due to authorized and approved College sponsored events (or in the case of joint-enrollment students high-school sponsored events) in which the student represents the institution as part of a group or under the direct supervision of a faculty or staff member.

Whenever a student is absent, whether for official or personal reasons, the student must assume responsibility and provide notice to the instructor, preferably in advance, for making arrangements for any assignments and class work missed because of the absence. However, final approval for make up work remains with the individual instructor.

A student who stops attending class without officially withdrawing from the course is subject to this attendance policy and will receive a grade of “F” for the course.

At the beginning of each semester, instructors will explain clearly to their students specific attendance requirements (including possible penalties). Additionally, they will publish the attendance policy on their syllabi and web-sites.

A student penalized for excessive absences may appeal through the grade appeal process, as stated in ABAC’s college catalog and student handbook.