Course Description:
This course explores the practical application of the principals and practices and ethical considerations of human resource management.

The entire class, including tests, will be conducted through Email and the Internet. (Both email and Internet access are available through ACC’s Microcomputer Lab and at the Pearland Campus.)

Text:
Managing Human Resources, 14th Edition, Bohlander, Snell

Course Content:
All sixteen (16) chapters will be covered.

Email and Internet access is required.
(Both email and Internet access are available through ACC’s Microcomputer Lab and at the Pearland Campus.)

Grading:
Internet Exercise = 10%
(See website for assignment.)

Five Exams = 70%.
The lowest grade of the first four (4) tests will be dropped if the Final Exam is administered. The Final (Test 5) may be waived at the instructor’s discretion for students displaying exemplary work in the first four tests and assignments.

Semester Assignment - Laws & Regulations = 20%.
This is a critical assignment. Students who do not turn in a timely paper will lose two (2) letter grades from the semester grade.
(See website for assignment.)

Extra Credit:
Extra credit may be earned with submission of timely/appropriate news articles and/or completion of other special assignments, if requested by the student and agreed to by the instructor.
Grading Scale:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

Tentative Assignment/Test/Exam Schedule (Dates are subject to change.):

<table>
<thead>
<tr>
<th>Assignment/Test</th>
<th>Chapters Covered</th>
<th>Email/Post Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet</td>
<td>n/a</td>
<td>n/a</td>
<td>01-19-07</td>
</tr>
<tr>
<td>1</td>
<td>1, 2, &amp; 3</td>
<td>01-24-07</td>
<td>01-29-07</td>
</tr>
<tr>
<td>2</td>
<td>4, 5, &amp; 6</td>
<td>02-21-07</td>
<td>02-26-07</td>
</tr>
<tr>
<td>3</td>
<td>7, 8, 9, &amp; 10</td>
<td>03-21-07</td>
<td>03-26-07</td>
</tr>
<tr>
<td>4</td>
<td>11, 12, 13, &amp; 14</td>
<td>04-11-07</td>
<td>04-16-07</td>
</tr>
<tr>
<td>&quot;Laws&quot;</td>
<td>all</td>
<td>n/a</td>
<td>04-13-07</td>
</tr>
<tr>
<td>5 (Final)</td>
<td>All Previous Chapters plus 15, &amp; 16</td>
<td>04-25-07</td>
<td>04-30-07</td>
</tr>
</tbody>
</table>

The Final (Test 5) will be comprehensive and will include questions from all 16 chapters. The Final may or may not include questions from the previous four (4) tests.

At the **withdraw deadline**, students who are extremely behind in their assignments and who have not communicated with me concerning their class work should consider dropping the course.

An "Incomplete" will not be given except in extreme cases AND then, only if the student has completed at least 75% of the assigned work.
Important Instructions:
Each student is responsible for keeping the instructor informed of their current email address as well as telephone numbers. This information must be provided at the beginning of the semester and again when any changes occur during the semester by completing the Student Contact Information form.

Go to the following web page: http://www.jbrau.net/acc-hrm/hrm-home.htm Complete the Student Contact Information Form.

The instructor will email the test to you on the scheduled posting date for the test. You will not be able to take the test if the instructor does not have the correct email address.

On the Subject Line of each email, include the class (HRM), the assignment or test identification and your last name. Also, be sure that your name is included in the top line of the body of the email. Do not rely upon the email headers to properly identify you.

If you are taking more than one class with this instructor, do not combine materials from two classes. Email each assignment or test in a separate email.

Instructor:
John G. Brau, SPHR
Tel.: 281-393-1100
Fax: 281-393-3100
Email: acc-hrm@jbrau.net

*You may contact me at any reasonable hour by phone. If I am not available, please leave a message. If you have any problems concerning this class, I encourage you to discuss them with me.

**ADA: This college will adhere to all federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the policy of ACC to provide reasonable accommodations for qualified individuals who are students with disabilities. It is the student's responsibility to contact the Counseling Center in a timely manner to arrange for appropriate accommodations.

Revised: January 14, 2007