

**Human Resource Management**  
**BUSN 125 B60**  
3 credits – 3 lecture

**Instructor:**

**Cheryl Macon**

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I will answer emails ASAP usually within 24 hours except on weekends

**Phone:** 724.287.8711 ext. 8307 (TTH Only)

**Toll Free:** 1.888.826.2829 ext. 8307

**Location:**

Online at: <https://blackboard.bc3.edu> (there is no www.)

Students can login to Blackboard about 48 hours after registering and paying for courses, however, courses are **NOT available** until the first day of the class.

**Course Description:**

This course is designed to provide a basic understanding of the various aspects of personnel management. Emphasis will be placed on topics such as communication, recruiting, interviews/selection, promotion, performance appraisals, and job satisfaction.

**Text and/or Additional Course Materials:**

See the BC3 Online Bookstore ([Course Materials page](#)) for required textbook(s), supplemental materials, and software. Please click the semester, when available, and choose the course by Course ID.

**Chat sessions: (These require students to be online at a specific time)**

Students are not required to participate in virtual class meetings or chat sessions. .

**On-campus sessions:**

None – All course work and exams are completed online.

**Internet Student Resources:**

Before classes begin, do the following:

- [System Check](#) – Analyze your computer settings, browser and Internet connection.
- [Personality test](#) – Is Online Learning right for you? Discover your chance for success.
- [ET Orientation](#) – **Educational Technology (ET) orientation (GENL\_001B60) is REQUIRED for ALL NEW BC3 Online students or any student who has not taken an online class at BC3 in the past two years. You must register for the orientation as you would any other course.**

**Objectives:**

- Provide a foundation of Human Resource Management
- Familiarize students with organizational and managerial developmental systems
- Introduce various recruiting, selection, training and compensation methods
- Evaluate various performance appraisal systems
- Provide an understanding of union/non-union and management/employee relations
- Prepare students for the guiding and direction of their professional/employment careers

**Course Mechanics/Schedule:**

**You are required to view a movie before the final exam. You may do so on main campus or rent the movie at a place of your choice.**

**You must use Lockdown browser to take ALL exams.** You can download it for free under the Course Technologies button.

ALL students MUST use their MyBC3 e-mail accounts for correspondence. This is college policy. Other emails are usually marked as spam & I will not receive them. It is imperative that you include your NAME & the COURSE you're taking on all correspondence. I teach more than one section of this course & more than one online class.

**Student Evaluation:**

- 70% Chapter Exams & Assignments (lowest score dropped)
- 20% Discussion Board Postings (not subject to being dropped)
- 10% Comprehensive Final Exam (not subject to being dropped)

**Your lowest Chapter Exam or Assignment Grade will be dropped**

**Additional Information:**

**Information contained in this document is subject to change.** Please see Bb page for Course Outline & detailed Course Calendar that includes dates & times for assignments & exams.