

Course Information

Distance Learning Course: BUS 153.71 Human Resource Management

Course format: Internet

Textbook: Human Resource Management, 13th Edition , by Gary Dessler; Pearson Prentice Hall, ISBN: 978-013-266-8217

Course Prerequisites/ Corequisites: None

Instructor Information	
Name	staff
Office phone number	336-599-1181
E-mail address	
Office location	
Office hours	

Types of Required Assignments	Frequency of Assignment
Class Labs	0
Discussion Forums	11
Projects	2
Tests/Exams	1
Quizzes	13
Journal Entries	0
Writing Assignments	4
Other	1

Course Policies and Requirements	Hours
Average number of hours per week to be successful in a 12 to 16 week course	4
Average number of hours per week to be successful in a 8 week course	
Number of proctored exams required in this course	2
Number of times a student will need to travel to campus	0

Additional attendance requirements: 1. A student is expected to be regular and punctual in meeting all classes. To receive credit for this course, the student must attend class prior to the Census Point and attend a minimum of 80 percent of classes, labs, and shop hours. Failure to attend class is an absence, regardless of the excuse. Absences are counted from the first scheduled meeting of the class, not the first day the student attends. All work missed during absences must be made up to the satisfaction of the instructor. Failure to complete required assignments will negatively affect the student's final grade. (2011-2013 Piedmont Community College General Catalog and Student Handbook) 2. A student is considered to be "tardy" to class if the student arrives after the instructor has convened class. Every 3 incidences of tardiness will equal one absence. In addition, if a student misses more than 20 percent of a particular class meeting, the student will be counted absent for the entire class. Withdrawal Policy Students will be allowed to drop this class and receive a "W" anytime before the 50% point of the semester. After the 50% point, the student may be withdrawn by the instructor

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and awarded a “WP” (indicating the student’s work has been passing up to the point of withdrawal) or a “WF” (indicating the student’s work has not been awarded a passing grade).

Policy on make-up exams and/or late assignments for this course: Late assignments may be subject to grading penalties up to and including receiving no credit for the late work turned in

Software/Technical Requirements	
Do assignments require the use of supplements bundled with the text book?	No
Is additional software required?	No

Additional comments: