

# Cooperative Education—Human Resource Management

Course Number: POFT 1280 NH1 HYB

Semester Credit Hours: 2

Prerequisite: None

Semester: 1<sup>st</sup>

## **Instructor Information:**

Lisa Bowen, Instructor

Lab: Business Computer Technology Building, Lab 19

Telephone: 903.823.3063

Office Hours: Mon-Thurs: 2:45-5 PM

Office Phone: 903.823.3383

E-mail: lisa.bowen@texarkanacollege.edu

## **Course Weekly Schedule**

Monday/Tuesday 5:30-9:20 PM (Face-to-Face in Class)

Wednesday/Thursday 5:30-9:20 PM (Online-Cengage Unlimited)

## **Daily Attendance Check In**

Monday through Thursday 5:30 PM

**Tardy: 5:31-5:45 PM**

**Absent: After 5:46 PM** (Failure to check in for attendance online will result in an absence unless you are present in the classroom, or a school holiday or break.)

## **Textbook—Available as E-Book through Cengage Unlimited Platform:**

E-Book: Human Resource Management, 17th Edition – Sean Valentine, Patricia Meglich, Robert L. Mathis, John H. Jackson. 2024. ISBN: 9780357899298.

## **Course Description:**

This course focuses on how companies and their leaders manage individuals at work. It is designed to introduce real company dilemmas or problems. Latest trends and cutting-edge practices are highlighted in each chapter. Each chapter ends with a point-by-point summary. Critical Thinking Challenges provide questions that allow students to apply what they learned in each chapter. With five sections:

1. The Environment of Human Resource Management
2. Jobs and Labor
3. Talent Development
4. Compensation
5. Employee Relations and Global Human Resource Management

This course presents both the continuity and changes occurring within human resource management.

### **Student Learning Outcomes for the Course:**

- Students explain why human resources are needed and how employees can function as key assets for an organization.
- Profiles the U.S. workforce participation rates and skills gaps and work-life balance
- Investigating individual-organizational relationships and retention with individual performance factors
- Consideration of labor markets and recruitment with recruitment options
- Identify talent management, leadership development, succession planning and career issues, topics that have become more prominent in recent years
- Identify and measure employee performance
- Basic compensation, and pay system
- Osha regulations, privacy rights, discipline, labor laws and grievances
- Opportunities and challenges HR practitioners face.

### **Teaching Method--Hybrid**

- **Lectures:** Students are offered chapter lectures as “in person” and “recorded online” Lectures. It is the student’s responsibility to attend when in-class lectures are presented or to view the prerecorded online lectures for each chapter for better knowledge and understanding of the course.
- **Chapter Assignments and Tests:** Detailed end of chapter homework assignments and the transcribing of various medical reports are offered online through Cengage Unlimited with MindTap. The online activities reinforce the student’s ability to carry out the tasks learned in each chapter.

### **Grading Scale Summary**

Percentage	From	Final Grade	Average
40%	Chapter Assignments	A	90-100
60%	Post Quizzes	B	80-89
		C	70-79
		D	60-69
		F	50-59

## Business Office Technology/Medical Office Careers for N1 Hybrid Policy and Procedure Document

**Effective Date:** Every new semester

**Department:** Workforce

**Applies To:** All Students Enrolled in the Part-time Business Office Technology/Medical Office Careers  
Level 1 Certificate Programs

### Attendance Policy

- Students are required to check in via Microsoft Teams or in lab, Monday through Thursday between **5:30 PM and 5:45 PM**
- Check-ins after **5:46 PM** are considered **Tardy**; check-ins after **6 PM** will be considered **Absent**.
- Failure to check in will result in an absence unless the student is physically present in class or the absence coincides with a recognized school holiday.

### Absentee Policy

- Instructors may withdraw students from a course if unexcused absences exceed five (5) prior to the published Last Day to Drop.
- Absences exceeding this threshold after the drop deadline may result in a grade of “F” for the semester.
- Three (3) tardies equal one (1) absence.
- Students are considered tardy from the designated class start time up to 15 minutes into the session. After 30 minutes, the student is marked absent.
- Students leaving early, returning late during class, or showing absence in the online course may also result in an absence.

### Excused Absences

Excused absences include:

- Official school trips or school business
- Military duty
- Religious holy days (per FBD LEGAL)

Students must follow proper notification procedures to qualify for make-up work. All other absences are considered unexcused unless otherwise stated in the instructor’s syllabus.

## **Make-Up and Late Work Policy**

- Students are responsible for all missed work due to absences.
- Late work is accepted only in cases of excused absences or emergencies.
- Instructors are not obliged to offer make-up opportunities for unexcused absences.

## **Academic Integrity Policy**

Texarkana College maintains a zero-tolerance policy for scholastic dishonesty, including but not limited to:

- Cheating on exams
- Plagiarism
- Collusion
- Falsification of records

Violations will result in disciplinary action and may lead to dismissal from the course with a grade of **“F”**. This policy applies to all instructional settings, including the TC Testing Center and dual credit campuses.

*Examples of Cheating Include:*

- Copying files or sharing storage devices
- Glancing at or copying exam answers
- Printing work for others
- Submitting reused assignments
- Buying/selling assignments or test materials
- Sharing login credentials

## **Classroom Conduct**

Students must:

- Show respect to instructors and peers
- Avoid unauthorized web browsing or social media use during class
- Collaborate ethically—no copying or cheating

Violations such as cheating, harassment, or viewing inappropriate content will result in dismissal from class with a grade of **“F”** and disciplinary action.

### **Additional Classroom Policies**

- No food or drinks are allowed in classrooms or labs.
- Pornographic content and obscene email usage are strictly prohibited
- Harassment of any kind will result in immediate dismissal and disciplinary action

### **Disability Services**

Texarkana College complies with the Americans with Disabilities Act (ADA). Reasonable accommodation is available upon request.

Contact: Tonja Blasé

Phone: 903.823.3349

Email: [tonja.blase@texarkanacollege.edu](mailto:tonja.blase@texarkanacollege.edu)

Students must present their accommodation letter to instructors immediately to ensure timely support.

### **Financial Aid Notice**

Dropping a class may negatively impact your financial aid status. Students are strongly advised to consult the Financial Aid Office before withdrawing from any course.

### **Student Email Policy**

All students are issued a Texarkana College email account, which is the official channel for communication with faculty and staff. Format: [firstinitial.lastname####@texarkanacollege.edu](#)

Example: [a.student1234@texarkanacollege.edu](#)