BMGT

INSTRUCTOR: CHARLOTTE NIX SPEEGLE

OFFICE HOURS: Monday - Thursday – 8:00 a.m. – 5:00 p.m. - Abilene
Friday – 8:00 a.m. – 12:00 Noon - Cisco
325/794-4411 (office)

COURSE: Business Management Coop 1482, 1483 – Co-op (4 hours credit)

COURSE STRUCTURE AND CREDITS: Lecture/Work Experience

PREREQUISITES: None

COURSE DESCRIPTION: Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

LEARNING OUTCOMES: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

PURPOSE AND GOALS: The course will provide a basic foundation of what the co-op is and why it is important to organizations and individuals. Through reading, lecture, discussion, research, and class presentations, the student will develop an understanding of the practical application of marketing principles. Students will develop the ability to communicate both verbally and in writing; work effectively in a team atmosphere; and develop leadership skills.

REQUIRED TEXTBOOK/ No Textbook Required

EVALUATION METHODS/PORTFOLIO DEVELOPMENT 50%
GRADING CAPSTONE PROJECT Written/oral

GRADING SYSTEM: 90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
BELOW 60 = F

ATTENDANCE: Prompt and regular attendance is considered necessary for satisfactory work. Cisco College recognizes that absences from class may occur due to illness, death, or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. For a class that meets one (1) time per week, a student is allowed three absences. If a student misses one more than the allowed number of absences, the student may be dropped from the class if the instructor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.

EXAMS: NO EXAMS

MISSED EXAMS: N/A
TEAM PROJECT: Portfolio Development.

TECHNOLOGY: The use of technology is an integral part of the course. Students are required to conduct internet research and use software appropriate to the professional presentation (written and oral) of the Personal Reaction Paper, the Team Project and other assignments.

WRITTEN PAPERS: All students are expected to communicate well in writing. Your work will be judged for the writing quality as well as for content. Papers must be typed. Papers must be submitted no later than the specified date.

PARTICIPATION: Participation in class discussion is essential for the learning experience of all. We learn from listening to others expressing their opinions and from the expression of our own opinions.

SCANS COMPETENCIES: Attached is a list of specific skills that each student will learn/develop in this course as the skill relates to classroom activities and the working world.

EXIT COMPETENCIES: The Team Project will serve as the exit competency for the course.

LIBRARY RESOURCES: Discussion.

MAJOR UNITS OF STUDY: Attached.

NOTICES:

Course Content College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

Academic Integrity It is the intent of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension.

Changes to the Syllabus The schedule and procedures in this syllabus are subject to change if deemed appropriate by the instructor.

Students with Special Needs Students who qualify for specific accommodations under the Americans with Disabilities Act (ADA) should notify the instructor the first week of class. It is the student’s responsibility to provide the necessary documentation to the Special Populations Coordinator.

Student Conduct Students are expected to take responsibility in helping to maintain a classroom environment that is conducive to learning. In order to assure that all students have the opportunity to gain from the time spent in class, students are prohibited from using cell phones or beepers, making offensive remarks, reading material not related to the class, sleeping, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result, at a minimum, in a request to leave class. A more detailed list of inappropriate behaviors is found in the current student handbook.

Student Technology Use in Classroom Policy Use of communication devices, including not limited to cell phones, pagers, and palm devices is prohibited during class.

Laptops may be be used for note-taking or composing only. Any exception to this policy may be granted at the discretion of the instructor. Use of any communication device or data storage device during a test, unless express permission has been granted by the instructor, may result in a charge of academic dishonesty. An exception to this policy may occur due to college-wide emergency notification.
BMGT 1482, 1483 – COOPERATIVE EDUCATION – INDUSTRIAL TECHNOLOGY
SCHEDULE - Spring 2015
(Subject to Revision)

STUDENTS ARE RESPONSIBLE FOR NOTING PRESENTATION DATES AND SUBMISSION OF WORK.

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<th>WEEK 7</th>
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<th>WEEK 8</th>
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<th>WEEK 10</th>
<th>Achievements, Honors, Awards, Recognitions -</th>
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<td>High School, College, Professional</td>
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WEEK 15  PORTFOLIO PRESENTATIONS  
(05/04/15)

WEEK 16  CO-OP FINAL ACTIVITY  
(05/11/15)
CISCO COLLEGE
Syllabus – SPRING 2015
INDUSTRIAL TECHNOLOGY

INSTRUCTOR: CHARLOTTE NIX SPEEGLE

OFFICE HOURS: Monday - Thursday – 8:00 a.m. – 5:00 p.m. - Abilene
Friday – 8:00 a.m. – 12:00 Noon - Cisco
325/794-4411 (office)

COURSE: Business Management Coop 1482, 1483 – Co-op (4 hours credit)

COURSE STRUCTURE AND CREDITS: Lecture/Work Experience

PREREQUISITES: None

COURSE DESCRIPTION: Career-related activities encountered in the student’s area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

LEARNING OUTCOMES: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

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REQUIRED TEXTBOOK: No Textbook Required

EVALUATION METHODS/GRADING: Portfolio Development 50%
CAPSTONE PROJECT Written/Oral 50%
100%

GRADING SYSTEM: 90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
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EXAMS: NO EXAMS

MISSED EXAMS: N/A

TEAM PROJECT: Portfolio Development tempered.
TECHNOLOGY: The use of technology is an integral part of the course. Students are required to conduct internet research and use software appropriate to the professional presentation (written and oral) of the Personal Reaction Paper, the Team Project and other assignments.

WRITTEN PAPERS: All students are expected to communicate well in writing. Your work will be judged for the writing quality as well as for content. Papers must be typed. Papers must be submitted no later than the specified date.

PARTICIPATION: Participation in class discussion is essential for the learning experience of all. We learn from listening to others expressing their opinions and from the expression of our own opinions.

SCANS COMPETENCIES: Attached is a list of specific skills that each student will learn/develop in this course as the skill relates to classroom activities and the working world.

EXIT COMPETENCIES: The Team Project will serve as the exit competency for the course.

LIBRARY RESOURCES: Discussion.

MAJOR UNITS OF STUDY: Attached.

NOTICES:

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STUDENTS ARE RESPONSIBLE FOR NOTING PRESENTATION DATES AND SUBMISSION OF WORK.

WEEK 1  Orientation  
(01/20/15)  Syllabus/Schedule  
          CAPSTONE PROJECT Information  

WEEK 2  Professional Portfolio  
(01/27/15)  Objectives  
            Selection of Teams  
            Skills Assessment – see sample  
            WORK ON SKILLS ASSESSMENT  

WEEK 3  Skills Assessment continued  
(02/03/15)  Creating a Portfolio  
            What Should a Professional Portfolio Include  

WEEK 4  Professional Portfolio Development  
(02/10/15)  Autobiography Information/Sample  
            WORK ON AUTOBIOGRAPHY  

WEEK 5  Resume/Samples  
(02/17/15)  WORK ON RESUME  

WEEK 6  Education – High School, College  
(02/24/15)  Copies of Transcripts, Diploma, Certificates, Certifications, Degrees  

WEEK 7  SPRING BREAK  
(03/03/15)  

WEEK 8  Work Experience  
(03/10/15)  Job Descriptions, Samples of Work – Projects, Committees,  

WEEK 9  Training, Workshops, Seminars, Webinars  
(03/24/15)  

WEEK 10  Achievements, Honors, Awards, Recognitions -  
(03/31/15)  High School, College, Professional  

WEEK 11  Civic Organizations, Community Service activities, Offices held  
(04/07/15)  Board membership  

WEEK 12  Examples of Creative Work  
(04/14/15)  

WEEK 13  PORTFOLIO PRESENTATIONS  
(04/21/15)  

WEEK 14  PORTFOLIO PRESENTATIONS  
(04/28/15)  

(Subject to Revision)
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CISCO COLLEGE
Abilene Educational Center - Abilene, TX
Syllabus - Spring 2015

COURSE: BMGT 2309 – Leadership (3 hours credit)

INSTRUCTOR: Charlotte Nix Speegle
Phone: 325/794-4411 (Abilene Center)
254/442-4499 (home)
charlotte.speegele@cisco.edu

OFFICE HOURS: Abilene Center M- Th - 8 am to 4 pm
Abilene Center M & Th - 8 am to 6:30 pm

COURSE DESCRIPTION: Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

END-OF-COURSE OUTCOMES: Determine individual leadership styles; distinguish differences between leadership and management; explain the effects of leadership style on organizational environment apply principles of leadership with individuals, groups and organizations.

REQUIRED TEXTBOOK: The Leadership Experience
Richard Daft, 6th edition = Cengage Learning
ISBN 978-1-4354-6285-4

CLASS PARTICIPATION: Class participation includes attendance in all class meetings. Class meetings include CLASSROOM TIME AND TIME SPENT WORKING ON PROJECTS

EVALUATION METHOD/GRADING

Exams (4) – three on chapters and the COMPREHENSIVE FINAL 40%
Business Article Review (1) 10%
Personal Reaction Paper (written/oral) 20%
Action Activities 10%
CAPSTONE PROJECT - Team Project – Written & Oral 20%

100%

SPECIAL NOTE: PROJECT CONSISTS OF TWO (2) PARTS:

PARTICIPATION IN THE DEVELOPMENT OF THE BUSINESS PROSPECTUS (REQUIRED). IF YOU DO NOT PARTICIPATE IN THE “WORK ON PROJECT” PORTION OF A CLASS YOU WILL BE COUNTED ABSENT FOR THE ENTIRE CLASS.

Please understand that when the class moves to another part of the building to work on the project you are still in class.

ORAL PRESENTATION OF THE PROJECT (REQUIRED). EVERY TEAM MEMBER MUST PRESENT A PART OF THE PROJECT.

Please understand that if you are not present at the Oral Presentation you will receive a “0” for that portion of the project.

GRADING SYSTEM:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
BELOW 60 = F

ATTENDANCE: Attendance at all classes is considered necessary for satisfactory work. Cisco College recognizes that
absences from class may occur due to illness, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. If the instructor deems the student failing due to excessive absences and/or failure to make up work due to absences, the student will be dropped from class after 9 absences in Monday, Wednesday, Friday classes; 6 absences in Tuesday, Thursday classes; or 3 in classes meeting one time a week. The student will receive a grade of W for the course if withdrawn before the “last day to drop with a W” and F if withdrawn after the “last day to drop with a W.” Three tardies may constitute an absence. Absences immediately before or after a holiday may be counted as double absences.

EXAMS:
Exams will be given four (4) times. Three exams will cover information studied immediately prior to the exam. The final examination will be comprehensive.

MISSED EXAMS:
IMPORTANT!!
If An exam is missed the make-up will be on the student's own time and MUST BE MADE UP PRIOR TO THE NEXT CLASS MEETING. If the test is not taken in the time frame allowed, a “0” will be given on that specific exam.

TEAM PROJECT:
The Team Project consists of three graded parts. Therefore, non-participation in any part will result in a “0” for each part.
Please note that the project is 30% of the overall grade for the course.

PARTICIPATION:
Participation in class discussion is essential for the learning experience of all. We learn from listening to others expressing their opinions and from the expression of our own opinions.

WRITTEN PAPERS:
All students are expected to communicate well in writing. Your work will be judged for the writing quality as well as for content. Papers must be typed. Papers must be submitted, in person, on the class date noted in the schedule. Ample time has been given for completion of papers. Please see the instructor if a problem arises.

NOTICES:
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SCANS COMPETENCIES: Attached is a list of specific skills that each student will learn/develop in this course as the skill relates to classroom activities and the working world.

EXIT COMPETENCIES: The Team Project will serve as the exit competency for the course.

LIBRARY RESOURCES: Discussion
MAJOR UNITS OF STUDY:    Attached.

BMGT 2309 – Leadership
SCHEDULE - Spring 2014
Subject to Revision

WEEK 1       Orientation
(01/21/15)
Chapters 1, 2
The Need for Leadership
Traits, Behaviors and Relationships
Pre-test

WEEK 2       Chapter 3, 4, 5
(01/28/15)
Contingency Approaches to Leadership
The Leader as an Individual
Leadership Mind and Emotion

WEEK 3       EXAM 1 (Chapters 1, 2, 3, 4, 5)
(02/04/15)
BUSINESS ARTICLES – Written and Oral
Personal Reaction Paper Information
Project Information
WORK ON PROJECTS

WEEK 4       Chapters 6, 7, 8
(02/11/15)
Moral Leadership Today
Followership
Motivation and Empowerment
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 5       Chapters 9, 10
(02/18/15)
Leadership Communication
Leading Teams
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 6       EXAM 2 (Chapters 6, 7, 8, 9, 10)
(02/25/15)
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 7       Chapters 11, 12, 13
(03/04/15)
Developing Leadership Diversity
Leadership Power and Influence
Creating Vision and Strategic Direction
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 8       SPRING BREAK
(03/11/15)

WEEK 9       PERSONAL REACTION PAPER PRESENTATIONS
(03/18/15)

Week 10      PERSONAL REACTION PAPER PRESENTATIONS
(03/25/15)
Chapter 14
Culture and Values
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 11      Chapter 15
(04/01/15)
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CISCO COLLEGE
Abilene Educational Center - Abilene, TX
Syllabus - Spring 2015

COURSE: BUSG 2309 – Small Business Management/Entrepreneurship (3 hours credit)

INSTRUCTOR: Charlotte Nix Speegle
Phone: 325/794-4411 (Abilene Center)
254/442-4499 (home)
charlotte.speegele@cisco.edu

OFFICE HOURS:
Abilene Center  M- Th - 8 am to 5 pm
Abilene Center  Friday – By appointment
Cisco Campus  Friday – 8 am to Noon

COURSE DESCRIPTION: Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

LEARNING OUTCOMES:
Identify management skills for a small business; outline issues related to choosing a business, succeeding in a business, and obtaining a return on investment; and create a business plan.


CLASS PARTICIPATION: Class participation includes attendance in all class meetings. Class meetings include CLASSROOM TIME AND TIME SPENT WORKING ON PROJECTS

EVALUATION METHOD/GRADING
Exams (4) – three – chapters; COMPREHENSIVE FINAL 40%
Business Article (1) 10%
Personal Reaction Paper written/oral 20%
ACTION PLAN – Discussion/Activities 10%
CAPSTONE PROJECT - Team Project - Development of a Small Business - Written and Oral 20%
100%

SPECIAL NOTE: PROJECT CONSISTS OF TWO (2) PARTS:

PARTICIPATION IN THE DEVELOPMENT OF THE BUSINESS PROSPECTUS (REQUIRED). IF YOU DO NOT PARTICIPATE IN THE “WORK ON PROJECT” PORTION OF A CLASS YOU WILL BE COUNTED ABSENT FOR THE ENTIRE CLASS.

Please understand that when the class moves to another part of the building to work on the project you are still in class.

ORAL PRESENTATION OF THE PROJECT (REQUIRED). EVERY TEAM MEMBER MUST PRESENT A PART OF THE PROJECT.

Please understand that if you are not present at the Oral Presentation you will receive a “0” for that portion of the project.

GRADING SYSTEM:
90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
BELOW 60 = F
ATTENDANCE: Attendance at all classes is considered necessary for satisfactory work. Cisco College recognizes that absences from class may occur due to illness, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. If the instructor deems the student failing due to excessive absences and/failing grades, the student may be dropped from class after 9 absences in Monday, Wednesday, Friday classes; 6 absences in Tuesday, Thursday classes; or 3 in classes meeting one time a week. The student will receive a grade of W for the course if withdrawn before the “last day to drop with a W” and F if withdrawn after the “last day to drop with a W.” It is the student’s responsibility to withdraw from a class if they decide not to attend.

EXAMS: Exams will be given four (4) times. Three exams will cover information studied immediately prior to the exam. The final examination will be comprehensive.

MISSED EXAMS: IMPORTANT!! If an exam is missed the make-up will be on the student's own time and MUST BE MADE UP PRIOR TO THE NEXT CLASS MEETING. If the test is not taken in the time frame allowed, a “0” will be given on that specific exam.

TEAM PROJECT: The Team Project consists of two graded parts. Therefore, non-participation in any part will result in a “0” for that part. Please note that the project is 20% of the overall grade for the course.

PARTICIPATION: Participation in class discussion is essential for the learning experience of all. We learn from listening to others expressing their opinions and from the expression of our own opinions.

WRITTEN PAPERS: All students are expected to communicate well in writing. Your work will be judged for the writing quality as well as for content. Papers must be typed. ALL WRITTEN WORK MUST BE SUBMITTED, IN PERSON, ON THE CLASS DATE NOTED ON THE SCHEDULE OR AT THE TIME OF PRESENTATION. NO LATE PAPERS WILL BE ACCEPTED. Ample time has been given for completion of all work. This includes written copies of the Business Article, the Personal Reaction Paper and the Project.

NOTICES: Course Content College-level courses may include controversial, sensitive, and/or adult material. Students are expected to have the readiness for college-level rigor and content.

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Changes to the Syllabus The schedule and procedures in this syllabus are subject to change if deemed appropriate by the instructor.

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SCANS COMPETENCIES: Attached is a list of specific skills that each student will learn/develop in this course as the skill relates to classroom activities and the working world.

EXIT COMPETENCIES: The Team Project will serve as the exit competency for the course.

LIBRARY RESOURCES: Discussion
MAJOR UNITS OF STUDY:  Attached.

BUSG 2309 – SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP
SCHEDULE - Spring 2015
(Subject to Revision)

STUDENTS ARE RESPONSIBLE FOR NOTING EXAM DATES, PRESENTATION DATES AND SUBMISSION OF WORK.

WEEK 1
(01/26/15)
Orientation
Chapters 1, 2
The Age of the Entrepreneur
Environmental Variables
Technology Revolution
Pre-test

WEEK 2
(02/02/15)
Chapters 3, 4, 5
Research for a Selected Industry
Industry Segmentation
Profiling the Target Customer
Competitive Intelligence
TEAM Selections

WEEK 3
(02/09/15)
EXAM 1 (Chapters 1, 2, 3, 4, 5)
BUSINESS ARTICLES – WRITTEN AND ORAL
Personal Reaction Paper Information
Project Information
WORK ON PROJECTS

WEEK 4
(02/16/15)
Chapters 6, 7, 8
Location and Distribution
Connecting With and Engaging With Customers
Financial Projections
BUSINESS ARTICLES – WRITTEN AND ORAL
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 5
(02/23/14)
Chapters 9, 10
Financing the Business
Legal Concerns
ACTION PLAN
WORK ON PROJECTS

WEEK 6
(03/02/15)
EXAM 2 (Chapters 6, 7, 8, 9, 10)
Chapter 11, 12
Build and Maintain a Winning Team
Managing Risk
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 7
(03/09/15)
SPRING BREAK

WEEK 8
(03/16/15)
Chapter 13
Purchasing a Business
ACTION ACTIVITIES
WORK ON PROJECTS

WEEK 9
(03/23/15)
PERSONAL REACTION PAPER PRESENTATIONS

WEEK 10
(03/30/15)
PERSONAL REACTION PAPER PRESENTATIONS
Chapter 14
Investigation Franchising
ACTION ACTIVITIES
WORK ON PROJECTS
| Week 11 | (04/06/15) | Chapter 15  
|         |            | Presenting a Business Plan  
|         |            | Presentation Tips  
|         |            | **ACTION ACTIVITIES**  
|         |            | **WORK ON PROJECTS**  
| Week 12 | (04/13/15) | EXAM 3 (Chapters 11, 12, 13, 14, 15)  
|         |            | **ACTION ACTIVITIES**  
|         |            | **WORK ON PROJECTS**  
| Week 13 | (04/20/15) | **PROJECT PRESENTATIONS**  
| Week 14 | (04/27/15) | **PROJECT PRESENTATIONS**  
| Week 15 | (05/04/15) | **FINAL EXAM REVIEW**  
| Week 16 | (05/11/15) | **FINAL EXAMINATION**  

CISCO COLLEGE
Abilene Educational Center - Abilene, TX
Syllabus - Spring 2015

COURSE: HRPO 2301 – Human Resources Management (3 hours credit)

INSTRUCTOR: Charlotte Nix Speegle
Phone: 325/794-4411 (Abilene Center)
254/442-4499 (home)
charlotte.speegle@cisco.edu

OFFICE HOURS: Abilene Center M- Th - 8 am to 4 pm
Abilene Center M & Th - 8 am to 6:30 pm

COURSE DESCRIPTION: Behavioral and legal approaches to the management of human resources in organizations.

LEARNING OUTCOMES: Describe and explain the development of human resources management; evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation; discuss management's ethical, social, and legal responsibilities; assess methods of compensation and benefits planning; and analyze the role of strategic human resource planning in support of organizational mission and objectives.

REQUIRED TEXTBOOK: HR DeNisi/Griffin; Cengage; 1st ed..
ISBN 978-0-538-482059

CLASS PARTICIPATION: Class participation includes attendance in all class meetings. Class meetings include CLASSROOM TIME AND TIME SPENT WORKING ON PROJECTS

EVALUATION METHOD/GRADING
Exams (4) – three – chapters; COMPREHENSIVE FINAL. 40%
Business Article Review (1) 10%
Personal Reaction Paper - written/oral 20%
CAPSTONE PROJECT - Team Project - Development of Employee Policy Manual 30%

SPECIAL NOTE: PROJECT CONSISTS OF TWO (2) PARTS:

PARTICIPATION IN THE DEVELOPMENT OF THE BUSINESS PROSPECTUS (REQUIRED). IF YOU DO NOT PARTICIPATE IN THE “WORK ON PROJECT” PORTION OF A CLASS YOU WILL BE COUNTED ABSENT FOR THE ENTIRE CLASS.

Please understand that when the class moves to another part of the building to work on the project you are still in class.

ORAL PRESENTATION OF THE PROJECT (REQUIRED). EVERY TEAM MEMBER MUST PRESENT A PART OF THE PROJECT.

Please understand that if you are not present at the Oral Presentation you will receive a “0” for that portion of the project.

GRADING SYSTEM: 90 - 100 = A
80 - 89 = B
70 - 79 = C
60 - 69 = D
BELOW 60 = F
ATTENDANCE: Attendance at all classes is considered necessary for satisfactory work. Cisco College recognizes that absences from class may occur due to illness, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. If the instructor deems the student failing due to excessive absences and/or failure to make up work due to absences, the student will be dropped from class after 9 absences in Monday, Wednesday, Friday classes; 6 absences in Tuesday, Thursday classes; or 3 in classes meeting one time a week. The student will receive a grade of W for the course if withdrawn before the “last day to drop with a W” and F if withdrawn after the “last day to drop with a W.” Three tardies may constitute an absence. Absences immediately before or after a holiday may be counted as double absences.

EXAMS: Exams will be given four (4) times. Three exams will cover information studied immediately prior to the exam. The final examination will be comprehensive.

MISSED EXAMS: If a test is missed the make-up will be on the student's own time and must be made up prior to the next class meeting. If the test is not taken in the time frame allowed, a “0” will be given on that specific exam.

TEAM PROJECT: The Team Project consists of three graded parts. Therefore, non-participation in any part will result in a “0” for part. Please note that the project is 30% of the overall grade for the course.

PARTICIPATION: Participation in class discussion is essential for the learning experience of all. We learn from listening to others expressing their opinions and from the expression of our own opinions.

WRITTEN PAPERS: All students are expected to communicate well in writing. Your work will be judged for the writing quality as well as for content. Papers must be typed. Papers must be submitted, in person, on the class date noted in the schedule. Ample time has been given for completion of papers. Please see the instructor if a problem arises.

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EXIT COMPETENCIES: The Team Project will serve as the exit competency for the course.

LIBRARY RESOURCES: Discussion

MAJOR UNITS OF STUDY: Attached.
HRPO 2301 – Human Resource Management
SCHEDULE - Spring 2014
(Subject to Revision)

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<tr>
<th>WEEK</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>1</td>
<td>Orientation, TEAM Selection, Career Information – How HR Affects Your Career, Pre-test</td>
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<tr>
<td>2</td>
<td>Chapter 1, 2, The Nature of HR Management, Contemporary HR Management, HR Management in The Electronic Age, Personal Reaction Paper, Project Information</td>
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<td>3</td>
<td>Chapters 3, 4, Legal Environment; Global Environment, Competitive Environment, EXAM 1 (Chapters 1-4)</td>
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<td>4</td>
<td>BUSINESS ARTICLES – WRITTEN AND ORAL, WORK ON PROJECTS</td>
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<td>5</td>
<td>Chapters 5, 6, Information for Making HR Decisions, HR Decision Making in Organizations, BUSINESS ARTICLES CONT., ACTION ACTIVITIES, WORK ON PROJECTS</td>
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<td>6</td>
<td>Chapters 7, 8, Recruitment and Selection, Managing a New and Diverse Workforce, ACTION ACTIVITIES, WORK ON PROJECTS</td>
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<td>7</td>
<td>EXAM 2 (Chapters 5-8), Chapters 9, 10, Compensation and Benefits, Performance Appraisal and Career Management, ACTION ACTIVITIES, WORK ON PROJECTS</td>
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<td>10</td>
<td>PERSONAL REACTION PAPER PRESENTATIONS, Chapters 11, 12, Managing Labor Relations; Safety, Health, Well-Being &amp; Security, ACTION ACTIVITIES, WORK ON PROJECTS</td>
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<td>11</td>
<td>Chapter 13, 14, Motivation at Work, ACTION ACTIVITIES, WORK ON PROJECTS</td>
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- Managing and Enhancing Performance
- The Big Picture
- WORK ON PROJECTS