

Bossier Parish Community College

Syllabus

Course Prefix and Number: BADM 213

Credit Hours: 3

Course Title: Human Resource Management

Course Prerequisites: None

Textbook: NOE, ECOMM Connect for Fundamentals of Human Resource Management, 7th ed. (2018)

This text is electronically included in your CANVAS course. A paper version may be obtained but is not required.

Course Description: Principles and techniques of human resource management with emphasis on planning, developing, selecting, compensating, evaluating, and supervising employees.

Learning Outcomes:

At the end of this course, the student will

- A. describe the human resource environment;
- B. define the methods for acquiring and preparing human resources;
- C. define the methods of assessing performance and developing employees;
- D. define the methods for compensating human resources; and
- E. describe the methods for meeting other HR goals.

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. identify the trends in human resource management (A);
2. define the methods for providing equal employment opportunity and a safe workplace (A);
3. analyze the planning for and recruiting human resources (B);
4. explain the process of selecting employees and placing them in jobs (B);
5. identify the methods for training employees (B);
6. define the methods used for assessing performance and developing employees (C);
7. analyze the methods for developing employees for future success (C);
8. describe the methods for separating and retaining employees (C);
9. explain how to establish a pay structure (D);
10. recognize employee contributions with pay (D);
11. describe the methods for providing employee benefits (D);
12. define collective bargaining and labor relations (E); and
13. describe how to manage human resources globally (E).

Course Requirements:

1. Students are expected to attend classes regularly.
2. Students are encouraged to use the BPCC Library to research business topics which interest them and to be aware of employment opportunities.

Course Grading:

- A. Letter grades will be assigned based on a ten point grading scale (89.50-100 = 'A', 79.50-89.49='B', 69.50-79.49='C', 59.50-69.49='D', 0-59.49='F').
- B. Instructors will give at least four major tests. The last test will be a comprehensive final examination.
- C. Instructors may give unannounced quizzes and/or grade homework assignments.

Attendance Policy: The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

Course Fees: This course is accompanied with an additional fee for supplemental materials.

Nondiscrimination Statement: Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

COORDINATOR FOR SECTION 504 AND ADA

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Equity/Compliance Coordinator

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