

**Bossier Parish Community College**  
Master Syllabus

**Course Prefix and Number:** BADM 213

**Credit Hours:** 3-3-0

**Course Title:** Human Resource Management

**Course Prerequisites:** None

**Textbook:** NOE, Connect 3P Inclusive Access Online Access Fund of Human Resource Management, 9th ed. ISBN: 9781265417093

**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:**

- To pass the course, student must achieve a course average of 70% or above.
- Students must have access to a computer (not mobile device), Microsoft Office, and the Internet to complete the assignments. Computer, software, and the Internet

Revised: 1/4/2024

are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

- Students are required to use BPCC's LMS and are encouraged to use the BPCC Library to research topics and employment opportunities.

**Course Grading Scale:**

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = 0 - 59

**Attendance Policy:**

Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension. Refer to the student handbook for [Attendance Policy](#).

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams and/or clinical fees.

**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

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: [acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.