

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CULA 217

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

**Course Title:** Human Relations and Supervisory Development

**Course Prerequisites:** CULA 170

**Textbook:** The World of Culinary Supervision, Training, and Management. Jerald Chesser and Noel Cullen. Pearson. ISBN: 9780134490021.

**Course Description:** Human Relations and Supervisory Development Managing Human Resources gives future managers a solid business understanding of human resource management skills. The approach used makes human resources relevant to anyone who has to deal with HR issues in the workplace, even those who do not hold the title of manager. The course includes new emerging trends in HR. The course provides a focus on human resources management and supervision topics. It includes essential content plus learning activities, case studies, professional profiles, research topics more that support course objectives. The text and exam are part of the ManageFirst Program® from the National Restaurant Association (NRA).

**Learning Outcomes**

At the end of this course, the student will be able to:

- A. Meeting Present and Emerging Strategic Human Resource Challenges
- B. Managing Work Flows and Conducting Job Analysis
- C. Understanding Equal Opportunity and the Legal Environment
- D. Managing Diversity
- E. Recruiting and Selecting Employees
- F. Managing Employee Separations, Downsizing, and Outplacement
- G. Appraising and Managing Performance
- H. Training the Workforce
- I. Developing Careers
- J. Managing Compensation
- K. Rewarding Performance
- L. Designing and Administering Benefits

To achieve the learning outcomes, the student will:

- 1. Understand Human Resource challenges and opportunities (A, B, F, H)
- 2. Identify how manage work flow, scheduling and create job descriptions (B, H)
- 3. Understand the legal, cultural and ethical perspectives and the laws of equal opportunities, and the benefits of leveraging diversity in an organization (C, D, E, H)
- 4. Identify methods of recruitment and understanding of onboarding processes ((D, E)

5. Understand organization structure changes and how to manage the culture and affected employees in the changes (F, G, H)  
How to develop training modules, the keys to succession planning (G, H, I)
6. Understand how the compensation ranges of positions are determined, creation of measurable performance metrics, development of rewards and recognition strategies, and method to drive a leadership culture of accountability (D, H, J, K,)
7. Understand the components of an employee benefits packages, the impact benefits have on employee satisfaction and financial results (L)

**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 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

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Equity/Compliance Coordinator  
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