

Bossier Parish Community College
Master Syllabus

Course Prefix and Number: HCM 203

Credit Hours: 3-3-0

Course Title: Supervision

Course Prerequisites: None

Textbook: CERTO, ECOMM Connect for Supervision: Concepts and Skill-Building, 11th ed.
ISBN: 9781265622695.

Course Description: Consideration of the supervisor and relations with subordinates, colleagues, superiors, unions, and society. Managerial aspects of the first level supervisory position regardless of technical specialties, business or non-business, are emphasized.

Learning Outcomes: By the completion of this course, students will have:

- A. Demonstrated their analytical and critical thinking skills.
- B. Demonstrated their ability to identify the supervisor's role within multiple organizational structures.
- C. Generated alternative supervisory responses to varying situations based on existing and emerging theory and models.
- D. Justified their positions concerning selected supervisory issues and techniques.

To achieve the learning outcomes, the student will

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

1. Compare and contrast the supervisory responsibilities and skill needed within a small and large organization (A and B);
2. identify the advantages and disadvantages of groups and teams within selected organizations (A B, and C);
3. distinguish a healthcare organizations policies from their practices and compare them to the current law (A,B, and C);
4. identify situations in which delegation is appropriate and predict how accountability is understood in practice (A,B, and C);
5. compose positions on selected human resource techniques and various alternatives a supervisor can employ in different types of organizations (A, B, C, and D); and
6. apply and review different ethical responses and their impact on the employees, supervisor, and other organizational stakeholders. (A, B, and C).

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) 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.

Revised: 3/30/23

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

Teri Bashara, Director of Human Resources

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