

# Bossier Parish Community College

## Syllabus

**Course Prefix and Number:** BADM 213

**Credit Hours:** 3

**Course Title:** Human Resource Management

**Course Prerequisites:** None

**Textbook:** Human Resource Management by Raymond Noe, John Hollenbeck, Barry Gerhart, and Patrick Wright. McGraw-Hill Companies, Inc. (2009)

**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; excessive unexcused absences constitute grounds for suspension.
2. Students are encouraged to use the BPC 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.