BUS 271A - Human Resources Management

4 Credits, 15 weeks, 3 hours

Course Description:

The complex and strategically important field of Human Resource Management (HRM) is surveyed, providing a comprehensive understanding of the HRM function and its place in the contemporary organization. The course also provides a base of practical knowledge about topics such as employment equity, recruitment and selection, job analysis, compensation, benefits administration, performance appraisal, health and safety administration, and employment law.

Prerequisites and/or co-requisites - None

Instructor

Gerri Rondot
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Office hours

Wednesday, 9:00 am – 10:00 am, 5:00 pm – 6:30 pm
Thursday, 11:00 am – 12 noon, 5:00 pm – 6:30 pm

Hours of Instruction

Thursday, 12:00 noon – 2:50 pm

Required Resources


Course Learning Objectives

Students will be able to:

1. Apply the numerous HR functions to current business issues.
2. Identify the value of Recruitment, Selection, Training, Labour Relations, and the Canadian legal context in which these functions exist and use the various ways to create and recommend solutions for business.
3. Translate Canadian Employment laws and how they impact the noted functions, then be able to build applicable HR Policies where strategically appropriate.
4. Explain the value of Strategic Compensation, Performance Management, and HR Planning systems and the different competitive strategies they support then build methodologies for alignment.
5. Recognize the different HR functions in order to build and recommend successful HR strategies that support organizational goals.
Evaluation

Test # 1 ........................................................................................................ 25%
Test # 2 ........................................................................................................ 25%
Test # 3 ........................................................................................................ 25%
In-Class Assignments – on-going................................................................. 25%

In-Class Assignments

Each week, we will be working on an application assignment, either the Case at each Chapters’ end or other current articles and items of interest that are germane to contemporary organizations. These assignments will allow you to apply your course work to HR issues such as Equity, Diversity, and Discrimination in the workplace. You will be provided opportunities to practice recruiting and interviewing techniques, how to prepare job analyses, design strategic compensation packages, and performance management procedures.

A grade of C- is required for progression or transfer.

Grading System

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<tr>
<th>Descriptor</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Percent</th>
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<td>Excellent</td>
<td>A+</td>
<td>4.0</td>
<td>&gt; 93.9</td>
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<td></td>
<td>A</td>
<td>4.0</td>
<td>87 – 93.9</td>
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<td></td>
<td>A-</td>
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<td>80 – 86.9</td>
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<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
<td>77 – 79.9</td>
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<td></td>
<td>B-</td>
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<td>70 – 73.9</td>
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<td>Satisfactory</td>
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<td></td>
<td>C-</td>
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<tr>
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| 1    | **Introduction to Course Content, expectations, and evaluation process.**  
Chapter 1  
LearnInMotion.com - Running case - semester long applications  
Case Incident- Jack Nelson's Problem | 8    | Chapter 8 – Case Incident – A case of Too little training too late!  
Chapter 9 – Case Incident- What should Wilma & Frank do? |
| 2    | Chapter 2 – Case Incident – A New HR Professional's 1” workplace dilemma | 9    | Chapter 10 – Case Incident – A Performance Dilemma  
Chapter 11 – Case Incident – Salary inequities at Acme Manufacturing |
| 3    | Chapter 3 -Case Incident- Integration and transfer of HR Functions using HRIS | 10   | Test # 2 – Chapters 6 - 11 |
| 4    | Chapter 4 – Case Incident -What is a HR Consultant to do?  
Chapter 5 – Case Incident – How to expand successfully while utilizing HRP Fundamentals | 11   | Chapter 12 – Case Incident -A new compensations program to help motivate performance  
Chapter 13 – Case Incident – Technology plus's benefit Dilemma |
| 5    | Test # 1 – Chapters 1 – 5 | 12   | Chapter 14 - Case Incident – Ramona's Health and Safety Nightmare  
Chapter 15 – Case Incident – An Inappropriate email |
| 6    | Chapter 6 – Case Incident – Solving a potential Recruitment Dilemma | 13   | Chapter 16 – Case Incident - Strategy |
| 7    | Chapter 7 – Case Incident-The case of “What should have been known” | 14   | Chapter 17 – Case Incident- "Boss, I think we have a problem" |

**Please Note:**
Date and time allotted to each topic is subject to change. It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College Credit Calendar.
Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student’s learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person’s work as one’s own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment

Penalties for academic offences range from a verbal reprimand to dismissal from the College, and in certain circumstances may involve legal action.

Specialized Supports

Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered student’s, including personal, career and academic counselling.

SKILL Centre

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.
Authorization
This course outline has been reviewed and approved by the Program Chair.

Gerri Rondot, Instructor

Gina Langager, Chair                      Date Authorized

Guy Harmer, Dean                           Date Authorized

Signed copies to be delivered to:
Gerri Rondot
Registrar’s Office