

BUS271 - Human Resources Management

4 Credits, 15 weeks, 3 hours

Official 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 Jacobs
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Office hours

Tuesday, 2:00 pm to 3:00 pm, 5:00 pm – 6:15 pm
Wednesday, 5:00 pm to 6:15 pm
Thursday, 9:00 am – 10:00 am

Hours of Instruction

Wednesdays 6:30 pm – 9:20 pm

Required Resources

Human Resource Management in Canada. Dessler, G, Cole, N. D., & Sutherland, V. L. (Cdn. 11th Ed.). ISBN # 978-0-13-205240-5

Course Outcomes

1. Understand the strategic importance of HRM and explain how HRM has taken on the four characteristics of a profession.
2. Know the prohibited grounds for discrimination under human rights legislation and understand the requirements for reasonable accommodation.
3. Describe behaviour that could constitute harassment and explain employers' responsibilities regarding harassment.
4. Explain the steps in job analysis and explain the difference between a job description and a job specification.
5. Define human resources planning, explain its strategic importance, and describe ways in which both surpluses and shortages of employees can be handled.
6. Describe the recruitment process, explain its strategic importance, and identify methods used for internal and external recruitment.
7. Describe the types of testing used in the selection process, explain the conflicting legal concerns relating to drug and alcohol testing, and define the major types of selection interviews by degree of structure, type of content, and manner of administration.
8. Explain how to develop an orientation program and describe the training process.

9. Explain what is meant by “performance management” and why it is important to effectively appraise performance.
10. Explain the strategic importance of total rewards and define pay equity and explain its importance today.
11. Compare the types of organization-wide incentive plans and explain under what conditions it is best to use an incentive plan.
12. Analyze the responsibilities and rights of employees and employers under occupational health and safety regulations.
13. Discuss the foundations of a fair and just disciplinary process, define wrongful dismissal, and explain how to handle a wrongful dismissal suit.
14. Describe the steps in a union organizing campaign and the ways to obtain union recognition.
15. Discuss the major considerations in formulating a compensation plan for overseas employees and describe the main considerations in repatriating employees from abroad.

Evaluation

Test # 1 – February 2 nd	25%
Test # 2 – March 13 th	25%
Test # 3 – April 12 th	25%
In-Class Assignments – on-going.....	25%
<i>Total 100%</i>	

A grade of C- is required for progression.

The minimum standard for passing this course is a grade of D (50%).

Grading System

Descriptor	Alpha Grade	4.0 Scale	Percent
Excellent	A+	4.0	> 93.9
	A	4.0	87 – 93.9
	A-	3.7	80 – 86.9
Good	B+	3.3	77 – 79.9
	B	3.0	74 – 76.9
	B-	2.7	70 – 73.9
Satisfactory	C+	2.3	67 – 69.9
	C	2.0	64 – 66.9
	Progression	C-	1.7
Poor	D+	1.3	57 – 59.9
Min Pass	D	1.0	50 – 56.9
Failure	F	0.0	< 50

Performance Requirements

1. Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating 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. Please refer to page 32 of the Credit Calendar.

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.

2. Academic Misconduct (page 32 of the Credit Calendar)

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

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

3. Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Learner Assistance Program Office at 792-5608 to initiate the process for documenting, assessing and implementing your individual accommodation needs. In addition, tutoring services are available at the SKILL Centre (Room 119)

Teaching and Learning Methodologies

Sharing of content information and business related experiences will enable learner to gain a firm grasp of Human Resources theory and practices. Action learning via case studies will help to further enhance learning experience. Group and individual assignments will be interactive and collaborative.

Authorization

This course outline has been reviewed and approved by the Program Chair.

Gerri Jacobs, Instructor

Gina Langager, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Gerri Jacobs
Registrar's Office