BUS 271E Human Resources Management
3 credits, 14 weeks, 3 hours

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.

Instructor
Kailey Armstrong
kailey.armstrong@keyano.ca

Office Hours
Appointments available upon request.

Hours of Instruction
Monday: 6:30 – 9:30 PM
Room: S105

Required Resources

Course Outcomes
1. Understand the strategic role of Human Resources Management
2. Understand the changing legal emphasis and its impact on Canadian workplaces
3. Understand the role of technology in Human Resources Management
4. Ability to conduct a job analysis and create a job description
5. Determine appropriate human resources planning methods
6. Develop a recruitment plan
7. Design orientation and training programs
8. Understand the strategic importance of career development programs
9. Create an effective performance management system
10. Understand the concepts associated with strategic pay plans, financial incentives, pay-for-performance, and employee benefits
11. Understand how to effectively management employee separations
12. Determine proper application of OH&S legislation in the workplace
13. Understand concepts relating to labor relations
Evaluation

Final course marks will be derived as follows:

Assignment 1 & 2: Team Case Study  25%
Assignment 2: Current Event Presentation  15%
Assignment 3: Industry Research Project  20%
In Class Participation/Group Work  10%
Final Examination  30%
Total  100%

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

Course Schedule

<table>
<thead>
<tr>
<th>Class Date</th>
<th>Reading Required</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>September 9</td>
<td>Chapter 1</td>
<td></td>
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<tr>
<td>September 16</td>
<td>Chapter 4 &amp; 5</td>
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<tr>
<td>September 23</td>
<td>Chapter 6 &amp; 7</td>
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<tr>
<td>September 30</td>
<td>Chapter 2 &amp; 3 (Online Class)</td>
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<tr>
<td>October 7</td>
<td>Chapter 8</td>
<td>Assignment 1</td>
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<tr>
<td>October 14</td>
<td>Stat – No Class</td>
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<tr>
<td>October 21</td>
<td>Chapter 9 &amp; 10</td>
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<tr>
<td>October 28</td>
<td>Chapter 11 &amp; 12</td>
<td>Assignment 2 &amp; Current Event Presentation</td>
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<tr>
<td>November 4</td>
<td>Chapter 13</td>
<td>Current Event Presentation</td>
</tr>
<tr>
<td>November 11</td>
<td>Stat – No Class</td>
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<tr>
<td>November 18</td>
<td>Chapter 15</td>
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<tr>
<td>November 25</td>
<td>Chapter 16</td>
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<tr>
<td>December 2</td>
<td>Chapter 14 &amp; 17</td>
<td>Assignment 3</td>
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<tr>
<td>December 9</td>
<td>Final Exam</td>
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Performance Requirements

CLASS POLICIES:

1. Student Attendance

Class attendance is very important. It not only maximizes a students' learning experience but 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, students are responsible for their 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 and ensuring that they are prepared for the next class, including the completion of any due assignments or studying for an examination that may be taking place. Additionally, students must be present in class to obtain participation marks for that particular date.

2. Late/Incomplete Assignments
All assignments are to be submitted at the beginning of the class in which they are due. Any incomplete or late assignments will result in a zero unless a doctor’s note is provided. Other reasonable explanations for late assignments will be considered at the instructor's discretion, in which case the weighting for the missed assignment will be added to the weighting of the final exam or the assignment is submitted on a later date determined by the instructor.

3. 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:

a. Plagiarism or the submission of another person’s work as one’s own
b. The use of unauthorized aids in assignments or examinations (cheating)
c. Collusion or the unauthorized collaboration with others in preparing work
d. The deliberate misrepresentation of qualifications
e. The willful distortion of results or data
f. Substitution in an examination by another person
g. Submitting the same material for credit in two courses, without permission from the instructor(s).

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

4. 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)