

BUS271E - 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, 9:00 am - 9:50 am
Wednesday, 9:00 am - 9:50 am, 12:00 - 12:50 pm
Thursday, 9:00 am - 10:50 am

Hours of Instruction

Thursday 6:30 pm - 9:30 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. Students will learn the numerous HR functions and their strategic importance then applying learning to current business issues
2. Students will learn about 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. Students will learn about Canadian Employment laws and how they impact the noted functions, then be able to build applicable HR Policies where strategically appropriate.
4. Students will learn the value of Strategic Compensation, Performance Management, and HR Planning systems and the different competitive strategies they support then build methodologies for alignment.
5. Finally, students will be able to pull learning together in order to build successful HR strategies that support organizational goals.

Evaluation

Test # 1	25%
Test # 2	25%
Final Exam	25%
In-class case work	25%

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	60 - 63.9
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 38 of the Credit Calendar 2012-2013)

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.

Schedule of Activities:

Week	Topic	Week	Topic
1	Introduction to Course Content, expectations, and evaluation process. Chapter 1 LearnInMotion.com – Running case – semester long applications Case Incident - Jack Nelson's Problem	9	Chapter 11 – Case Incident – Salary inequities at Acme Manufacturing Chapter 12 – Case Incident – A new compensations program to help motivate performance
2	Chapter 2 – Case Incident – A New HR Professional's 1 st workplace dilemma Chapter 3 – Case Incident – Integration and transfer of HR Functions using HRIS	10	Test # 2 – Chapters 7 - 12
3	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 13 – Case Incident – Technology plus's benefit Dilemma
4	Chapter 6 – Case Incident – Solving a potential Recruitment Dilemma	12	Chapter 14 - Case Incident – Ramona's Health and Safety Nightmare Chapter 15 – Case Incident – An Inappropriate email
5	Test # 1 – Chapters 1 – 6	13	Chapter 16 – Case Incident – Strategy
6	Chapter 7 – Case Incident – The case of <i>What should have been known</i> Chapter 8 – Case Incident – A case of <i>Too little training too late!</i>	14	Chapter 17 – Case Incident – “Boss, I think we have a problem”
7	Chapter 9 – Case Incident – What should Wilma & Frank do?	15	Final Exam (Test # 3) – Chapters 13 - 17
8	Chapter 10 – Case Incident – A Performance Dilemma		

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