
Course Outline

Business Administration

Fall, 2017

BUS 271/Lecture/A - Human Resources Management

Credits 3.00, 4 hours per week

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 Rondot
S113E
780-791-4978
Gerri.Rondot@keyano.ca

Office hours

Monday, 5:00 pm – 6:20 pm
Tuesday, noon – 12:50 pm
Wednesday, 10:00 am – 10:50 am
Thursday, 5:00 pm – 6:20 pm

Hours of Instruction

Monday 3:00 pm – 4:50 pm
Wednesday, 11:00 am – 12:50 pm

Required Resources

Human Resource Management in Canada (Cdn. 13th Ed.). Dessler, G, Cole, N. D., & Chhinzer, N.
Toronto: Pearson Prentice Hall. ISBN # 978-0134-376929.

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	20%
Test # 2	20%
Final Exam - Cumulative	35%
In-Class Assignments – on-going.....	25%

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

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.

Grading System

<u>Descriptor</u>	<u>Alpha Grade</u>	<u>4.0 Scale</u>	<u>Percent</u>	
Excellent	A	4.0	85 – 92.9	well developed ideas, creativity, excellent writing, clarity and proper format.
	<u>A-</u>	<u>3.7</u>	<u>80 – 84.9</u>	
Good	B+	3.3	77 – 79.9	Work is generally of high quality, well developed, well written, has clarity, and uses proper format.
	B	3.0	74 – 76.9	
	<u>B-</u>	<u>2.7</u>	<u>70 – 73.9</u>	
Satisfactory	C+	2.3	67 – 69.9	Work has some developed ideas but needs more attention to clarity, style and formatting.
	C	2.0	64 – 66.9	
Progression	<u>C-</u>	<u>1.7</u>	<u>60 – 63.9</u>	
Poor	D+	1.3	55 – 59.9	Work is completed in a general way with minimal support, or is poorly written or did not use proper format.
Minimum Pass	D	1.0	50 – 54.9	
Failure	F	0.0	< 50	Responses fail to demonstrate appropriate understanding or are fundamentally incomplete.

A+ 4.0 > 92.9

Rubric for Letter Grades

Work shows in-depth and critical analysis,

Proposed Schedule of Topics

WEEK	TOPIC
1	The Strategic Role of HRM
2	The Changing Legal Emphasis on Canadian Workplaces
3	HRIS & Designing & Analyzing Jobs
4	HR Planning & Recruitment
5	Test # 1 (CH 1 - 6)
6	Selection & Orientation & Training
7	Career Development
8	Performance Management
9	Strategic Pay Plans & Pay-for-Performance and Financial Incentives
10	Test # 2 (CH 7 - 12)
11	Employee Benefits & Services & Occupational Health & Safety
12	Managing Employee Separations
13	Labour Relations
14	Final Exam (Cumulative with emphasis on CH 13 - 17)

Please Note:

Date and time allotted to each topic is subject to change.

Performance Requirements Student Responsibilities

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.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

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
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College 2015-2016 credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on ilearn.keyano.ca. Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

Specialized Supports Counselling and Disability Services

Counselling Services provides a wide range of specialized counselling services to prospective and registered students, 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.