



EFFECTIVE: SEPTEMBER 2004 CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Commerce & Business Admin.** Revision New Course
 If Revision, Section(s) Revised: **C**
 Date of Previous Revision: **2002-09 H**
 Date of Current Revision: **2004-09**

C: **BUSN 3350** D: **Human Resource Management** E: **3**

| Subject & Course No. | Descriptive Title | Semester Credits |
|--|--|------------------|
| F: Calendar Description: This course introduces students to the major human resource activities and current issues, including: human resource planning and job analysis, recruiting, selection, orientation, training and development, career planning, performance appraisal, compensation, health and safety, and labour relations. | | |
| G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and Seminars Number of Contact Hours: (per week / semester for each descriptor) Lecture: 2 Hours Seminar: 2 Hours Total: 4 Hours Number of Weeks per Semester: 15 Weeks X 4 Hours per Week = 60 Hours | H: Course Prerequisites: BC Principles of Math 11 and English 12 with a letter grade of "C" or better or equivalent | |
| | I: Course Corequisites: Nil | |
| | J: Course for which this Course is a Prerequisite Nil | |
| | K: Maximum Class Size: 35 | |
| L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca) | | |

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|--|-------------|-----|-------------------|-----|--------------|-----|---------------|------------|--|-------------|
| <p>M: Course Objectives / Learning Outcomes</p> <p>At the end of the course, the successful student should be able to:</p> <ol style="list-style-type: none"> 1. identify many of the issues and challenges involved in the recruitment, maintenance and development of an effective and efficient workforce; 2. identify and apply some of the methods utilized in human resource management; 3. demonstrate a knowledge of the human resource function as it relates to other managerial functions such as finance, marketing and production; 4. solve various case studies involving problems common to human resource management. | | | | | | | | | | |
| <p>N: Course Content:</p> <ol style="list-style-type: none"> 1. The history and development of the human resource management function. 2. Government legislation, human rights, compliance and their impact on decision-making. 3. Planning for human resource needs. Job analysis. 4. Staffing the organization. Recruitment, selection and placement. Procedures. Decisions and constraints. Orientation, socialization and accommodation. 5. Appraising and compensating employees. Performance evaluation. Job evaluation. Compensation systems. Indirect compensation. 6. Training and developing employees. Managing employee careers. 7. Establishing and maintaining effective labour relations. Collective representation. Interaction between union and management. 8. Analyzing and improving the work environment. Health and safety. Quality of work-life. Stress management. Personnel data collection. 9. Terminating employees. Protecting the interests of employers while respecting employee rights. 10. Trends and comparisons. Personnel audit. Future challenges. | | | | | | | | | | |
| <p>O: Methods of Instruction</p> <p>Lectures, seminars, role-playing, case analyses and group discussions.</p> | | | | | | | | | | |
| <p>P: Textbooks and Materials to be Purchased by Students</p> <p>Belcourt M., et al. <u>Managing Human Resources</u>, Latest Ed. Nelson</p> | | | | | | | | | | |
| <p>Q: Means of Assessment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Tests</td> <td style="text-align: right;">40%</td> </tr> <tr> <td>Final Examination</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Case reports</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Participation</td> <td style="text-align: right;"><u>10%</u></td> </tr> <tr> <td></td> <td style="text-align: right;"><u>100%</u></td> </tr> </table> | Tests | 40% | Final Examination | 30% | Case reports | 20% | Participation | <u>10%</u> | | <u>100%</u> |
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| | <u>100%</u> | | | | | | | | | |

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

No

Course Designer(s): **Patrick Brown**

Education Council / Curriculum Committee Representative

Dean / Director: **Rosilyn G. Coulson**

Registrar: **Trish Angus**

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Date: September 2004