



**EFFECTIVE: JANUARY 2009**  
**CURRICULUM GUIDELINES**

A. Division: **Education** Effective Date: **January 2009**

B. Department / Program Area: **Commerce & Business Admin.** Revision  New Course

If Revision, Section(s) Revised: **C**

Date of Previous Revision: **September 2004**

Date of Current Revision: **August 2008**

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.**

<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lectures and Seminars</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)</p> <p><b>Lecture: 2 Hours</b>  <b>Seminar: 2 Hours</b>  <b>Total: 4 Hours</b></p> <p>Number of Weeks per Semester:</p> <p><b>15 Weeks X 4 Hours per Week = 60 Hours</b></p>	<p>H: Course Prerequisites:</p> <p><b>BC Principles of Math 11</b></p>
	<p>I: Course Corequisites:</p> <p><b>Nil</b></p>
	<p>J: Course for which this Course is a Prerequisite</p> <p><b>Nil</b></p>
	<p>K: Maximum Class Size:</p> <p><b>35</b></p>

L: PLEASE INDICATE:

Non-Credit

College Credit Non-Transfer

College Credit Transfer:

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS ([www.bctransferguide.ca](http://www.bctransferguide.ca))

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

No

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

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Education Council / Curriculum Committee Representative

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Dean / Director: **Robert Buller**

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Registrar: **Trish Angus**

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