



## **EFFECTIVE: SEPTEMBER 2004**

### **CURRICULUM GUIDELINES**

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

**B.** Department / **Commerce & Business Admin.** Revision  New Course   
Program Area:  
If Revision, Section(s) **C**  
Revised:  
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.

<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>
Tests	40%									
Final Examination	30%									
Case reports	20%									
Participation	<u>10%</u>									
	<u>100%</u>									

**R:** Prior Learning Assessment and Recognition