



**EFFECTIVE: JANUARY 2009
CURRICULUM GUIDELINES**

A.	Division:	Education	Effective Date:	January 2009
B.	Department / Program Area:	Commerce & Business Admin.	Revision	<input checked="" type="checkbox"/> New Course <input type="checkbox"/>
			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 m

<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> <p>Tests 40%</p>

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

No

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