



COURSE IMPLEMENTATION DATE: September 1994  
 COURSE REVISED IMPLEMENTATION DATE: September 2013  
 COURSE TO BE REVIEWED: September 2019  
*(six years after UEC approval)* *(month, year)*

**OFFICIAL UNDERGRADUATE COURSE OUTLINE INFORMATION**

Students are advised to keep course outlines in personal files for future use.  
 Shaded headings are subject to change at the discretion of the department – see course syllabus available from instructor

BUS 201	Professional Studies/School of Business	3
COURSE NAME/NUMBER	FACULTY/DEPARTMENT	UFV CREDITS
	Human Resource Management	
COURSE DESCRIPTIVE TITLE		

**CALENDAR DESCRIPTION:**

This course involves the study of recruitment, selection, and placement; job descriptions and job evaluation; compensation and appraisal plans, employment benefit programs, and training and educational programs.

PREREQUISITES: BUS203  
 COREQUISITES: None  
 PRE or COREQUISITES:

**SYNONYMOUS COURSE(S):**

- (a) Replaces: BUS 401
- (b) Cross-listed with: \_\_\_\_\_
- (c) Cannot take: \_\_\_\_\_ for further credit.

**SERVICE COURSE TO:** *(department/program)*

**TOTAL HOURS PER TERM:** 45

**STRUCTURE OF HOURS:**

Lectures: 36 Hrs  
 Seminar: 9 Hrs  
 Laboratory: \_\_\_\_\_ Hrs  
 Field experience: \_\_\_\_\_ Hrs  
 Student directed learning: \_\_\_\_\_ Hrs  
 Other (specify): \_\_\_\_\_ Hrs

**TRAINING DAY-BASED INSTRUCTION:**

Length of course: \_\_\_\_\_  
 Hours per day: \_\_\_\_\_

**OTHER:**

Maximum enrolment: 36  
 Expected frequency of course offerings: Fall, Winter, Summer  
*(every semester, annually, every other year, etc.)*

WILL TRANSFER CREDIT BE REQUESTED? (lower-level courses only)  Yes  No  
 WILL TRANSFER CREDIT BE REQUESTED? (upper-level requested by department)  Yes  No  
 TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:  Yes  No

Course designer(s): <u>Fiona McQuarrie</u>	Date approved: _____
Department Head: <u>Don Miskiman</u>	Date of meeting: _____
Campus-Wide Consultation (CWC)	Date approved: <u>Oct 23, 2012</u>
Curriculum Committee chair: <u>Kevin deWolde</u>	Date approved: _____
Dean/Associate VP: <u>Rosetta Khalideen</u>	Date of meeting: <u>March 1, 2013</u>
Undergraduate Education Committee (UEC) approval	

**LEARNING OUTCOMES:**

Upon successful completion of this course, students will be able to:

- Identify the various human resource management functions
- Describe the common methods & concepts used to deal with those functions
- Identify the major issues and forces for change and explain how those external &/or internal factors affect human resource management.
- Explain the most appropriate roles for line managers and “personnel” staff in managing the human resources of organizations in different situations.
- Identify the factors that may affect the behaviour and performance of individuals and groups within an organization.
- Complete a simple analysis and evaluation of the human resource management functions(s) in a familiar sample organization, identifying options for problem resolution where appropriate.

**METHODS:** (*Guest lecturers, presentations, online instruction, field trips, etc.*)

Students will form teams for small group discussion, exercises and projects within a framework of mini-lectures: class presentations and audio-visual facilities will be used where appropriate.

**METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):**

Examination(s)                       Portfolio assessment                       Interview(s)

Other (specify):

PLAR cannot be awarded for this course for the following reason(s):

**TEXTBOOKS, REFERENCES, MATERIALS:**

*[Textbook selection varies by instructor. An example of texts for this course might be:]*

Required:

Belcourt, M., Bohlander, G., & Snell, S. (2011). *Managing Human Resources* (6<sup>th</sup> Canadian Edition). Toronto: Nelson.

Supplemental:

*British Columbia Employment Standards Act*

[http://www.bclaws.ca/Recon/document/freeside/--%20E%20--/Employment%20Standards%20Act%20%20RSBC%201996%20%20c.%20113/00\\_96113\\_01.xml](http://www.bclaws.ca/Recon/document/freeside/--%20E%20--/Employment%20Standards%20Act%20%20RSBC%201996%20%20c.%20113/00_96113_01.xml)

*British Columbia Employment Standards Regulations*

[http://www.bclaws.ca/Recon/document/freeside/--%20e%20--/employment%20standards%20act%20%20rsbc%201996%20%20c.%20113/05\\_regulations/11\\_396\\_95.xml](http://www.bclaws.ca/Recon/document/freeside/--%20e%20--/employment%20standards%20act%20%20rsbc%201996%20%20c.%20113/05_regulations/11_396_95.xml)

**SUPPLIES / MATERIALS:**

**STUDENT EVALUATION:**

*[An example of student evaluation for this course might be:]*

<b>Assignment</b>	<b>Value</b>
Individual case study summaries #1	10%
Mid-term exam (topics from weeks 1 - 6)	25%
Individual case study summaries #2	10%
Group case study	20%
Individual case study summaries #3	10%
Final exam (topics from weeks 8 -13)	25%

Students must achieve an average of 50% or greater in the examinations in order to receive a letter grade in this course. Students scoring less than 50% will receive either a P or NC, depending on their performance in the other evaluation components.

**COURSE CONTENT:**

*[Course content varies by instructor. An example of course content might be:]*

- Introduction to Human Resource Management
- Strategy & Human Resource Planning
- Equity & Diversity in Human Resource Management
- Job Analysis, Employee Involvement, & Flexible Work Schedules
- Expanding the Talent Pool: Recruitment & Careers
- Employee Selection
- Lecture/exercises/cases
- Training and Development
- Appraising and Improving Performance
- Managing Compensation
- Pay-for-Performance: Incentive Rewards
- Employee Benefits
- Safety & Health
- Employee Rights & Discipline
- The Dynamics of Labour Relations
- International Human Resources Management