

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> BUS 201		<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>													
<b>Course Full Title:</b> Human Resource Management <b>Course Short Title:</b> Human Resource Management															
<b>Faculty:</b> Faculty of Business and Computing		<b>Department (or program if no department):</b> School of Business													
<b>Calendar Description:</b> People are the foundation of all organizations. Managing human resources strategically is crucial for ensuring that organizations can achieve their goals. This course introduces the core human resource functions, while considering the underlying Canadian legal framework. Students will explore Indigenous perspectives on work and employment and how Canadian HR practices fit within a global workforce.															
<b>Prerequisites (or NONE):</b>		One of BUS 100, AGRI 142, or 15 credits of CRIM, PSYC, or SOC.													
<b>Corequisites (if applicable, or NONE):</b>		None.													
<b>Pre/corequisites (if applicable, or NONE):</b>		None.													
<b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i> Former course code/number: <b>BUS 401</b> Cross-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<b>Course Details</b> Special Topics course: <b>No</b> <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: <b>No</b> <i>(See <a href="#">policy 207</a> for more information.)</i> Grading System: <b>Letter grades</b> Delivery Mode: <b>May be offered in multiple delivery modes</b> Expected frequency: <b>Every semester</b> Maximum enrolment (for information only): <b>36</b>													
<b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar</td> <td>36</td> </tr> <tr> <td>Tutorials/workshops</td> <td>9</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table>		Lecture/seminar	36	Tutorials/workshops	9							<b>Total hours</b>	<b>45</b>	<b>Prior Learning Assessment and Recognition (PLAR)</b> PLAR is available for this course.	
Lecture/seminar	36														
Tutorials/workshops	9														
<b>Total hours</b>	<b>45</b>														
<b>Scheduled Laboratory Hours</b> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Transfer Credit</b> <i>(See <a href="#">bctransferguide.ca</a>.)</i> Transfer credit already exists: <b>Yes</b> Submit outline for (re)articulation: <b>No</b> <i>(If yes, fill in <a href="#">transfer credit form</a>.)</i>													
<b>Department approval</b>		<b>Date of meeting:</b> May 16, 2025													
<b>Faculty Council approval</b>		<b>Date of meeting:</b> June 6, 2025													
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> October 24, 2025													

**Learning Outcomes**

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

1. Explain the role of human resources management in relation to other business functions and organizational goal accomplishment.
2. Demonstrate awareness of the legal and ethical frameworks – including Indigenous perspectives- that shape human resource management in Canada.
3. Relate job requirements to the core human resources functions.
4. Apply principles of recruitment and selection to a sample organization.
5. Analyze the relationship between employee training and performance.
6. Differentiate between the elements of a complete employee compensation package.
7. Evaluate workplace safety and security.
8. Examine the process of establishing and implementing disciplinary policies.
9. Analyze how global trends influence Canadian HR practices and explore the role of HR in international business settings.

**Recommended Evaluation Methods and Weighting** (*Evaluation should align to learning outcomes.*)

Final exam:	20%	Project:	20%	%
Quizzes/tests:	30%	Assignments:	30%	%

**Details:** Assignments include 10% class participation.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.*)

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

**Texts and Resource Materials** (*Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*)

Type	Author or description	Title and publication/access details	Year
1. Textbook	Belcourt, M., Bohlander, G., Snell, S., & Morris, S.	Managing Human Resources: Canadian Edition (Cengage)	Current
2. Indigenous knowledge	Thunderbird Partnership Foundation	<i>Indigenous wellness framework reference guide</i> . National Native Addictions Partnership Foundation. Retrieved from: <a href="https://www.thunderbirdpf.org/IWF">https://www.thunderbirdpf.org/IWF</a>	2020
3. Online resource	Government of Canada	Detailed company search - Indigenous Business Directory. Retrieved from: <a href="https://www.sac-isc.gc.ca/rea-ibd">https://www.sac-isc.gc.ca/rea-ibd</a>	
4.			
5.			

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

n/a

**Course Content and Topics**

Module One: The role of human resources management in organizations (LO 1)

- Competitive challenges and human resources management
- Integration of human resources management and other organizational functions
- Strategic planning and human resources management

Module Two: Meeting human resource requirements (LO 2, 3)

- The legal framework for employment equity
- Incorporating Indigenous employment considerations into HR planning
- Diversity management as a business process
- Approaches for gathering job information
- Content appropriate for inclusion in job descriptions and job specifications

Quizzes and Tests (LO 1-3)

Assignment (LO 1 - 3)

Module Three: Developing effectiveness in human resources (LO 4, 5)

- Use of appropriate recruitment channels
- Strategies for improving the effectiveness of recruiting
- Steps of the selection process
- Advantages and disadvantages of different types of interview questions

- The four phase training model
- Methods for appraising and improving employee performance

Cases and presentations (LO 4, 5)

Quizzes and Tests (LO 4–5)

Module Four: Implementing compensation and security (LO 2, 6, 7)

- Determination of compensation for different jobs
- Government regulation of compensation
- Implementation of effective incentive plans
- Required and discretionary employee benefits
- Promotion of safe and healthy working environments
- Controlling and eliminating health hazards

Assignment (LO 2, 6, 7)

Quizzes and Tests (6 – 8)

Module Five: Enhancing employee management relations (LO 2, 8, 9)

- Regimes of employment law
- Employee rights and discipline
- Disciplinary policies and procedures
- The labour relations process
- Administration of collective agreements
- Managing employee relations across international legal and cultural contexts

Project (LO 1–9)

Final Exam (LO 1-9)