

DIVISION OF APPLIED SCIENCE & MANAGEMENT
School of Management, Tourism & Hospitality
Fall 2015



COURSE OUTLINE

Bus 281

Human Resource Management

45 HOURS
3 CREDITS

PREPARED BY: Rita Koeller DATE: August 5, 2015

APPROVED BY: Margaret Dumkee DATE: August 31, 2015

APPROVED BY ACADEMIC COUNCIL: (date)

RENEWED BY ACADEMIC COUNCIL: (date)



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DIVISION OF APPLIED SCIENCE & MANAGEMENT
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HUMAN RESOURCE MANAGEMENT

INSTRUCTOR:	Rita Koeller	OFFICE HOURS:	By appointment
OFFICE LOCATION:	TBA	CLASSROOM:	RM 2402
E-MAIL:	rkoeller@yukoncollege.yk.ca	TIME:	9:00am - 12:00pm
TELEPHONE:	668-8762 (messages)	DATES:	Friday, Sept. 11 th to Dec. 4 th /15

COURSE DESCRIPTION

This course helps students build the proficiency needed to understand the foundations of human resource management in the workplace. Students will be introduced to current human resource management concepts, theories, skills and practices with hands-on applications and strategic thinking within the field. Students will also develop skills in active listening, conflict resolution, performance management scenarios, negotiations and presentation skills.

PREREQUISITES

None required.

RELATED COURSE REQUIREMENTS

None required.

EQUIVALENCY OR TRANSFERABILITY

CAMO Bus 210 (3)	UFV Bus 201 (3)
CAPU Badm 302 (3)	UNBC Comm 330 (3)
NIC Bus 255 (3)	UNBC Comm 2xx (3)
TRU Hrmn 2821 (3)	VIU Mgmt 293 (3)

LEARNING OUTCOMES

Upon completion of this course students should be able to:

- Understand the difference between human resource management and strategic human resource management
- Understand the importance of human resource management in the workplace and how it contributes to the success of an organization
- Communicate effectively with colleagues in meetings by employing individual strengths and implementing knowledge of different working styles
- Deliver professional, oral presentations
- Develop their own strategic thinking, negotiation and conflict resolutions abilities

COURSE FORMAT:

This is mainly a classroom-based course. Topics will be covered through real life examples that encourage students to work with authentic documents and scenarios. Written and oral responses to these documents will be used to facilitate discussion and ground theory in real world examples. Students are encouraged to use handouts, the Internet and referenced course materials as tools to respond to the case study assignments. The instructor will aim to keep the course material interactive and varied. In order to cater to a variety of learners, lectures using video, print visuals, audio, and group work will be employed along with student-led negotiations.

Email and frequent email access are an important part of this course. The instructor will communicate through emails and Moodle. The use of Moodle is mandatory and an orientation will be provided.

ASSESSMENTS

Attendance & Participation:

Success in this course depends on attendance and participation. It is your responsibility to take notes, to obtain missed assignments, announcements, or materials for any classes you have missed.

Attendance and participation is critical to your success in this course. This course involves role plays, conflict negotiations, case studies and presentations all which require attendance and participation in the course.

Demonstrated Leadership:

Demonstrated leadership assessment is more effective than a general "class participation" grade. As you perform specific tasks and participate in scenarios, you show the instructor and the class that you are thinking like a business professional and improving your understanding of the discipline.

You may earn this 10 percent of your grade if you:

1. Actively participate regularly in class.
2. Come prepared for the case studies and conflict role plays.
3. Ask strategic questions.
4. Complete homework assignments.
5. At the end of the class, you will submit a rationale to the instructor explaining why you should get the 10 percent credit for demonstrating leadership. You will also submit the letter grade you think you have earned. This is your own performance management self-review.
6. There will also be a peer review factor to your grade. Please include these thoughts when writing your rationale at the end of term.

Assignments

Assignment/ Exam Breakdown		% of Final Mark
	Assignment 1: Presentation	15%
	Assignment 2: Negotiation Simulation	10%
	Assignment 3: Case Studies -Ongoing each week	5%
	Assignment 4: Question & Answer Period Ongoing each week	5%
	Mid-Term Exam	20%
	Demonstrated Leadership	20%
	Final Exam	25%
	TOTAL	100%

Exam

There will be a midterm exam and a final exam. Both will cover material presented through class lectures, course materials, case studies and student presentations. The final exam will be cumulative.

If you must miss an exam for valid reason, it is your responsibility to let the instructor know in advance that you will be unable to write and to arrange an alternate test time with before the scheduled test.

Examples of acceptable (valid) reasons for missing a scheduled evaluation include personal illness (supported by a doctor's note) or absence required by your employer (supported by a letter from your employer). As with the assignments, if you miss an exam, there will be a 10% per day penalty applied, beginning immediately after class. No one is allowed to write the midterm exam once marked midterms have been handed back to the class.

EVALUATION

Assignments	35%
Midterm Exam	20%
Participation	20%
Final Exam	25%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

There is no required text for BUS281. However, the texts listed below can serve as a valuable resource to the interested student. These texts are available on short term loan at the library.

Schwind, Herman F., Das, Hari & Wagar, Terry H. (2013). Canadian Human Resource Management - A Strategic Approach, 10th Edition. McGraw-Hill Ryerson, 594 pp.

Godard, John. Industrial Relations, The Economy and Society, 2nd ed. Captus Press Inc, Concord. 2005.

McShane, Steven; Steen, Sandra. Canadian Organizational Behaviour, 8th ed. McGraw Hill Ryerson, 2012.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the Academic Regulations:

http://www.yukoncollege.yk.ca//downloads/Yukon_College_Academic_Regulations_and_Procedures_-_August_2013_final_v1.pdf

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

TOPIC OUTLINE

Chapter references refer to the Schwind, Das & Wagar text, 10th Edition.

Class Date	Week	Topics	Resources	Assignments
Sept 11	1	Introduction to HRM ·HRM activities and roles ·Professionalism in a HRM context SHRM vs HRM Business Planning Tools	·Ch. 1 ·www.chrp.ca	
Sept 18	2	Conflict in the Workplace & Active Listening ·Conflict Resolution ·What is Active Listening and Skill Practice	Handouts	Role Play Practice
Sept 25	3	Meeting Legal Requirements ·Canadian Charter of Human Rights ·Employment Equity Act ·Employment Standards Act	Chapter 4 & Handouts	<i>Presentations Begin</i> Case Study
Oct. 2	4	Human Resource Policy ·Effective Policy Writing Turnover	Handouts	
Oct 9	5	Recruitment & Selection	Chapter 5 & 6	Case Study
Oct 16	6	Orientation & Training Development & Career Planning	Chapter 7	Case Study
Oct 23	7	Mid-Term Examination		
Oct 30	8	Performance Management	Chapter 8	Role Play
Nov. 6	9	Managing Employee Relations ·Positive/Progressive discipline ·Terminations	Chapter 11	Case Study/Role Play
Nov 13	10	The Union-Management Framework ·Philosophy of Unionism ·Functions of Unions	Chapter 13	Role Play
Nov 20	11	Collective Agreements · The Collective Bargaining Process Union as organizations Negotiation Simulation Prep	Chapter 13	
Nov. 27	12	Negotiation Simulation		
Dec.4	13	Negotiation Debrief and Final Exam Review		
Dec 7th -18th	14	Final Exam - Date TBA		