



MGMT-302 – Human Resource Management

Business

Effective Term & Year: Fall 2023

Course Outline Review Date: 2028-03-01

Program Area: Business Management

Description:

This Human Resource Management course covers planning, recruitment, selection and placement; job analysis, job description and job evaluation; compensation and performance appraisal plans; employee benefit programs; training and education programs and employee rights, labour relations, personnel planning and evaluation.

Program Information:

This course is required in the General Management Diploma and is an elective in Business Management.

Delivery Methods: Online, On-campus (Face-to-Face)

Credit Type: College of the Rockies Credits

Credits: 3

Course type/s: Business Management

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	45
Seminar/Tutorials	
Laboratory/Studio	
Practicum/Field Experience	
Co-op/Work Experience	

Other

Total	45
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Course Requisites:

- Earned a minimum grade of C- (55%) in at least 1 of the following:
 - ENGL100 – English Composition (3)
 - COMC101 – Technical and Professional Writing (3)

Flexible Assessment: Yes

In some cases students may be able to apply for recognition of prior learning outside the classroom. This flexible assessment process provides equivalent course credit. It is a rigorous process that may include external evaluation, worksite assessment, demonstration, standardized test, self-assessment, interview, products/portfolio, and challenge exam, or other measures as appropriate. Tuition fees apply. Contact an education advisor for more information.

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

Stewart, Eileen, et al. *Human Resources Management – Essentials of Managing Human Resources*. 6th Canadian Edition, Nelson, 2016.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

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

Knowledge

- define HRM (Human Resources Management) and identify the activities of HRM;
- identify the valid testing procedures used in the employee selection process;
- identify the basic learning principles involved in employee training and development;
- understand contractual and statutory rights of employees;
- recognize various approaches to discipline and dispute resolution;
- describe the legal framework of HRM and identify general types of employment laws in Canada; and
- identify the steps in the recruitment and selection process.

Comprehension

- develop an understanding of the reasons for human resources planning and forecasting;
- describe the linkages between Strategic HRM, Business Strategy, and Sustainability;
- identify HR's role in implementing and supporting sustainability initiatives in the organization; and
- develop an understanding of labour relations with emphasis on the collective bargaining process, grievance handling and the B.C. Labour Act.

Application

- follow through the process of job analysis and create a job description;
- develop an understanding of how wages and salary systems work, including financial incentive systems;
- identify and know the fundamentals of motivation and morale;
- through role play and experiential exercises, practice negotiation and dispute resolution skills; and
- using various selection tools, conduct a mock employment interview.

Analysis

- use management training and problem solving techniques for increasing motivation and morale and apply to case studies and sample business scenarios;
- interview selected business HR managers and identify the types of performance evaluation systems in use and their advantages and disadvantages; and
- negotiate a simulated labour contract.

Evaluation

- conduct a social audit of a selected business.

Teamwork and Communication

- improve one's face-to-face communications skills through in-class interaction, role play, online discussions and final presentations.

Course Topics:

- HRM Challenges and Legal Context
- Attracting and Selecting People for the Organization
- Work design
- HR planning, recruitment and selection
- Developing People in the Organization
- Orientation, training and development
- Managing performance
- Compensation
- Employee Relations
- Health and workplace safety
- Management rights, employee rights, discipline
- Labour relations
- Collective bargaining

See instructor syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: On-Campus (face-to-face)

Assessment Type	% of Total Grade
Assignment(s) and in-class activities	30%
Midterm	30%
Final Exam	40%
Total	100%

Assessment Type: Online

Assessment Type	% of Total Grade
Assignment(s)	20%
Online Participation	10%
Midterm	30%
Final Exam	40%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	<50

Evaluation Notes: Certificate and diploma students are required to maintain a minimum course grade of C- (55%) in all program courses. BBA students are required to maintain a minimum course grade of C (60%) and an average course grade of C+ in all program courses that contribute to the BBA.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a "0" on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance
- Policy 2.5.3 Grade Appeal
- Policy 2.4.9 Student Concerns Re Faculty

Equivalent Course(s) and Course Code Changes

Prior Course Code: BUAD 222 >> MGMT 302

Date changed: June 2010

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.