

A: Division: **INSTRUCTIONAL** Date: **MAY 1997**  
 B: Faculty: **COMMERCE AND BUSINESS ADMINISTRATION** New Course:  
 Program: **BUSINESS ADMINISTRATION** Revision of Course Information form: **MAY 1995**  
 C: **BUSN 350** D: **HUMAN RESOURCE MANAGEMENT** E: **3**

Subject & Course No. Descriptive Title Semester Credit

F: Calendar Description: This course introduces students to the major human resource activities and current issues, including: human resource planning and job analysis, recruiting, selection, orientation, training and development, career planning, performance appraisal, compensation, health and safety, and labour relations.

Summary of Revisions:  
 1997-05 Sections: M,N  
 1995-05 Sections: D,F,N,O,P,R

G: Type of instruction: Hrs per week

Lecture:	2	Hrs.
Laboratory:		Hrs.
Seminar:	2	Hrs.
Clinical Experience:		Hrs.
Field Experience:		Hrs.
Practicum:		Hrs.
Shop:		Hrs.
Studio:		Hrs.
Student Directed Learning:		Hrs.
Other (Specify)		
Total:	4	Hrs.
Semester Total (4 x 15 wks):	60	Hrs.

H: Course Prerequisites:  
**Math 11**

I: Course Corequisites:  
**nil**

J: Course for which this Course is a Prerequisite:  
**nil**

K: Maximum Class Size:  
**35**

L: College Credit Transfer  X  
 College Credit Non-Transfer   
 Non-Credit

M: Transfer Credit: Requested:  X  
 Granted:

Specify Course Equivalents or Unassigned Credit as appropriate:

BCOU ADMIN (3)  
 SFU BUS (3)  
 UBC  
 UNBC COMM 330 (3)  
 UVIC COM 200 lev. (1.5)  
 Other: TWU BUSI lower lev (3)  
 OUC BUAD 269 (3)  
 UCFV BUS 201 (3)

*Patricia Brown*  
 Course Designer(s): P. Brown  
 Dean: J. Sator

*[Signature]*  
 Vice-President, Instruction: J. McKendry  
*[Signature]*  
 Registrar: P. Angus

**N: TEXTBOOKS AND MATERIALS TO BE PURCHASED BY STUDENTS**

Belcourt M., et al. Managing Human Resources, Latest Ed. Nelson

**O. COURSE OBJECTIVES**

The student will be able to:

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. COURSE CONTENT**

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.

**Q. METHOD OF INSTRUCTION**

Lectures, seminars, role-playing, case analyses and group discussions.

**R. COURSE EVALUATION**

Tests	40%
Final Examination	30%
Case reports	20%
Participation	<u>10%</u>
	100%
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