Business Administration

Course Number:	**BUAD 269**
Course Title:	**HUMAN RESOURCES MANAGEMENT**
Credits:	3
Calendar Description:	This survey course provides an overview of the Human Resources Management area. It examines the integrated strategic, operational and functional HR processes and practices in an organization. It focuses on effective employee deployment and development; defining and designing work, human resources planning, recruitment and selection; training and development; managing performance, rewarding and recognizing employees, creating a healthy and safe environment, management rights, employee rights and discipline, labour relations and collective bargaining *(also offered by Distance Education).*
Semester and Year:	**WINTER 2024**
Prerequisite(s):	BUAD 123
Corequisite(s):	No
Prerequisite to:	BUAD 246, 247, 248, 279, 308, 374, 375, 376, 410, 412
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA - Required Diploma, Human Resources Management and Management Options - Required
Substitutable Courses:	No
Transfer Credit:	CUIC, ICB, PMPC C3
Special Notes:	No
Originally Developed:	1978
EDCO Approval:	March 2014
Chair's Approval:	Dora Rubadeau

Professors

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Learning Outcomes

Upon completion of this course students will be able to

- describe how human resources philosophies, policies, and practices are integrated into all aspects of managing within an organization.
- explain how to manage within the legal and ethical framework in Canada.
- explain the strategic importance of human resources management and the connection to organizational strategy.
- describe human resources practices that contribute to the ongoing growth and development of people in an organization.
- explain how a safe and healthy work environment and corporate culture contributes to sustainability and productivity.
- demonstrate knowledge of work design and performance evaluation theories.

Course Objectives

This course will cover the following content:

- Aspects of the external environment that will impact human resource management
- Trends in the labour force composition, technology and society are covered
- Strategic human resources planning required to meet organizational goals and objectives with recognition of the integration between strategies and practices
- The impact of legislation, ethics, and organization policies on human resource management practice
- The process and practices of job analysis and design
- Recruitment and selection activities and their relationship to strategic HR planning
- The assessment, development, delivery and evaluation of employee training and career development programs
- Performance management strategies, systems and outcomes, including discipline

- Rewarding and recognizing employees. Direct and indirect compensation strategies and plans
- Unionization and collective bargaining processes
- Rights and responsibilities of management and workers
- Approaches to creating healthy and safe work environments

Evaluation Procedure

Preparation, Presentation and Participation (individual or group)	15%
Weekly Quiz (individual)	10%
Project and Presentation (individual or group)	20%
Midterm Exam*	20%
Final Exam*	35%
Total	100%

Notes

***Students must achieve an average of 50% or more on exams to achieve a passing grade in this course**
Oral and written communication is an integral and critical component of all assignments and exams in this course and as such, is an important criterion in the evaluation of all course work.
Exams may be context dependent multiple choice, true-false-why, short answer questions or case incidents.
Regular attendance at all classes is required. This is an important criterion of course evaluation.
Attendance at exams is mandatory. Inability to attend must be supported by legitimate reasons with supportive documentation.

Required Texts/Resources

Managing Human Resources, 10th Canadian Edition, Monica Belcourt, Parbudyal Singh, Scott Snell, Shad Morris. ISBN-10: 0176945458. ISBN-13: 9780176945459 © 2023

Please see Moodle for Section Course Schedules

Date		Topic	Textbook
2024 Week of		Monday January 8th, First day of class Monday February 19th, Statutory Holiday (no classes) February 20th thru 23rd, Reading Week Friday March 29th and Monday April 1st, Statutory Holiday (no classes)	
01	Jan 08	Introduction, the world of HRM International HRM (this topic continues throughout the course)	Ch. 1 & 15
02	Jan 15	Strategy and HR Planning	Ch. 2
03	Jan 22	Equity, Diversity, and Inclusion Legal Environment	Ch. 3
04	Jan 29	Job Analysis and Work Design	Ch. 4
05	Feb 05	Recruitment & Careers and Selection	Ch. 5 & 6
06	Feb 12	**MIDTERM** Training and Development	Ch 7
07	Feb 19	***No Classes – Reading Week***	
08	Feb 26	Performance Management	Ch. 8
09	Mar 04	Managing Compensation Pay for Performance	Ch. 9 & 10
10	Mar 11	Employee Benefits	Ch.11
11	Mar 18	Promoting Safety and Health	Ch.12
12	Mar 25	Employee Rights and Discipline ***Note: Friday March 29th Statutory Holiday (no classes)***	Ch. 13
13	Apr 01	The Dynamics of Labour Relations ***Note: Monday April 1st Statutory Holiday (no classes)***	Ch. 14
14	Apr 08	Presentations	

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student "conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC", as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

"Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination."

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement." It is the serious academic offence of reproducing someone else's work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

"Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own." Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

"Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit."

What are the Students' Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors' name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

"Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication "*Plagiarism Avoided; Taking Responsibility for your Work".* This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7th edition (2019). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.