



CURRICULUM GUIDE: OFFICIAL COURSE OUTLINE

Course Code	COMM 281	Course Title	Human Resources Management			
Credit Value	3	Department	Commerce			
No. of weeks	14	Hrs. per week	<i>Lecture</i>	<i>Tutorial</i>	<i>Laboratory</i>	<i>Total</i>
			3	0	0	3
Course Description	An introduction to the field of human resources management and its contribution to the effectiveness of organizations and their employees. Students are introduced to the management of an organization's workforce through the design and implementation of effective human resource policies and procedures. Current Canadian issues and practices are emphasized.					
Prerequisite(s)	ENGL 098					
Initial Articulation Targets	<i>UBC</i>	<i>SFU</i>	<i>UVic</i>	<i>UNBC</i>	<i>TRU</i>	
	COMM 203 (3)	BUS 2XX (3) & BUS 381 (0) Exemption	COM 2XX (1.5)	COMM 2XX (3)	HRMN 2820 (3)	
	For updated information on the transferability of this course, please consult the BC Transfer Guide, www.bctransferguide.ca					
Learning Outcomes	<p>Upon successful completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> • Explain the connection between business strategy and human resources management. • Apply appropriate laws and regulations to employment situations. • Distinguish between different types of legislation regulating employment relations. • Describe and evaluate multiple methods of collecting job analysis data and identify the main uses of such data. • Choose appropriately from among various methods for recruiting and selecting employees. • Explain the process and contribution to business results of employee training and development. • Outline an effective process for evaluating employee performance. • Outline an appropriate compensation strategies including mandatory and discretionary benefits and services provided to employees • List the main mandatory and discretionary benefits and services provided by employers to their employees. • Explain the rights and responsibilities of employers and employees under occupational health and safety law. • Apply substantive criteria and procedural standards of fairness to the management of discipline. • Describe the collective bargaining process including ways to respond lawfully to labor union initiatives 					



Content	<p>Core topics – all of the following will be covered:</p> <ul style="list-style-type: none"> • The Strategic Role of Human Resources Management. • Job Analysis and Design Human Resources Planning. • Legal Requirement and Managing Diversity. • Recruitment. • Selection. • Onboarding, Training and Development and Career Planning. • Performance Management. • Strategic Pay Plans. • Employee Benefits and Services. • Occupational Health and Safety. • Managing Employee Relations. • Labour Relations. <p>Additional topics may also be covered, at the discretion of the instructor.</p>															
Methods of Instruction	Lecture, readings, case studies, video, experiential exercises															
Required Textbook(s)	<p>The following textbook(s) is/are required, or approved equivalent(s).</p> <p>Schwind, H., Uggerslev, K., Wagar, T., Fassina, Neil. Canadian Human Resource Management: A Strategic Approach. 13th Edition. Canada: McGraw-Hill Ryerson Limited, 2022.</p> <p>Supplemental Text:</p> <p>Author removed at request of original publisher; adaptation by the University of Minnesota, June 28, 2021. Human Resource Management. Open.bccampus.ca textbook:</p> <p>https://open.bccampus.ca/browse-our-collection/find-open-textbooks/?uuid=dfcbd6f4-e794-4f5a-a1c2-49dbd546c179&contributor=&keyword=&subject=</p>															
Required Equipment and Technology	<p>Students are required to have a computer with internet access.</p> <p>The following resources are provided by the College:</p> <ul style="list-style-type: none"> • Office 365 • Student email 															
Homework Hours	At minimum, students can expect one hour of homework for every hour of instructional time.															
Evaluation	<table border="1"> <thead> <tr> <th style="text-decoration: underline;">Component</th> <th style="text-decoration: underline;">% Value</th> </tr> </thead> <tbody> <tr> <td>Class participation</td> <td>6-10%</td> </tr> <tr> <td>Quizzes</td> <td>6-15%</td> </tr> <tr> <td>Midterm examination</td> <td>20-25%</td> </tr> <tr> <td>Team project</td> <td>25-30%</td> </tr> <tr> <td>Final examination</td> <td>25-35%</td> </tr> <tr> <td colspan="2"><i>*Students must pass the final examination to be eligible to pass the course</i></td> </tr> </tbody> </table>	Component	% Value	Class participation	6-10%	Quizzes	6-15%	Midterm examination	20-25%	Team project	25-30%	Final examination	25-35%	<i>*Students must pass the final examination to be eligible to pass the course</i>		
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Completion Requirements	The minimum grade to pass this course is D (50%). Unless otherwise stated, a minimum grade of C- (55%) is required for this course to fulfil a prerequisite.		
Course Designer(s)	David Crawford, MBA, Sauder School of Business, University of British Columbia. SASC member, Alexander College	Consultant(s), if applicable	Brian Graham, MBA, Sauder School of Business, University of British Columbia
Dean's Approval	Barbara Moon, Dean of Arts and Sciences, Alexander College	Dean's Approval Date	February 3, 2010
Curriculum Committee Approval Date	February 3, 2010	First Term Offered	Fall 2010
Last Review Date	October 10, 2022	Next Review Date	October 10, 2027
Revision History	February 22, 2016 - Curriculum Guide revised and updated by David Crawford in collaboration with Aurora Faundo, Alexander College. October 10, 2022 – Curriculum Guide revised and updated by Enrico Tanafranca in collaboration with Pomponia Martinez, David Crawford and Aurora Faundo		