



COURSE OUTLINE: BCH101 - INTRODUCTION TO H.R.

Prepared: School of Business

Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

Course Code: Title	BCH101: INTRODUCTION TO HUMAN RESOURCES
Program Number: Name	2035: BUSINESS 2037: BUSINESS FUNDAMENTAL 2038: BUSINESS FUNDAMENTAL 2050: BUSINESS -ACCOUNTING 2102: BUSINESS MANAGEMENT
Department:	BUSINESS/ACCOUNTING PROGRAMS
Semesters/Terms:	18F, 19F, 20F
Course Description:	In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	BUS217, OEL1243, OEL612
Vocational Learning Outcomes (VLO's) addressed in this course:	<p>2035 - BUSINESS</p> <p>VLO 1 Identify and discuss the impact of global issues on an organization's business opportunities by using an environmental scan.</p> <p>VLO 4 Apply basic research skills to support business decision making.</p> <p>VLO 6 Perform work in compliance with relevant statutes, regulations and business practices.</p> <p>VLO 7 Explain the role of the human resource function and its impact on an organization.</p> <p>VLO 12 Develop strategies for ongoing personal and professional development to enhance work performance in the business field.</p> <p>2050 - BUSINESS -ACCOUNTING</p> <p>VLO 6 Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances and the environment on an organization's operations.</p> <p>2102 - BUSINESS MANAGEMENT</p> <p>VLO 2 Describe the role of the human resource function and its impact on an organization.</p> <p>VLO 6 Practice work in compliance with relevant statutes, regulations and business</p>

Please refer to program web page for a complete listing of program outcomes where applicable.



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	practices.
Essential Employability Skills (EES) addressed in this course:	<p>EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>
General Education Themes:	<p>Civic Life</p> <p>Social and Cultural Understanding</p>
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	<p>Students are expected to be present to write all tests in class. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a grade of zero on the test.</p> <p>Once the test has commenced, the student is considered absent and will not be given the privilege of writing the test.</p> <p>Students caught cheating during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information.</p> <p>In order to qualify to write a missed test, the student shall have:</p> <ol style="list-style-type: none"> attended at least 80% of the classes. provided the professor an acceptable explanation for his/her absence. been granted permission by the professor. <p>NOTE: The missed test that has met the criteria above will be an end-of-semester test.</p> <p>Labs and Assignments are due on the due-date indicated by the Professor. Notice by the professor will be written on the assignment or verbally announced in the class and / or both. No late assignments will be accepted beyond the due date. Once labs / assignments have been marked by the professor and returned to the student, no new labs / assignments will be</p>

accepted. It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical in content and personal wording to others may constitute academic dishonesty and result in a zero grade.

The total overall average of test scores combined must be 50% or higher in order to qualify to pass this course. In addition, combined tests, Labs / Assignments total grade must be 50% or higher.

Books and Required Resources:

Canadian Human Resource Management by Schwind, Uggersleve, Wagar, Fassina, Bulma
 Publisher: McGraw Hill Edition: 12

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Examine the role of strategic human resource management using professional development plans and organizational development strategies.	1.1 Examine the relationship between the human resources function and other functional areas within the organization. 1.2 Identify opportunities for organizational cross functional initiatives. 1.3 Identify strategies to promote the development of the human resources field. 1.4 Examine ethical guidelines - i.e. Canadian Council of Human Resources Associations (CCHRA) Code of Ethics. 1.5 Discuss the benefits of networking and participation in professional organizations.
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Develop strategies for recruitment and selection.	2.1 Discuss the recruitment and selection function of an organization and the benefits of a diverse work force. 2.2 Identify recruitment methods and constraints on the recruitment process. 2.3 Identify the steps in the selection of human resources. 2.4 Examine the interview process. 2.5 Create policy and procedure documents in a clear and an understandable manner, utilizing industry best practices.
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Assess the role of training and development in an organization.	3.1 Describe the impacts of training and development on an organization's long-term strategy. 3.2 Explain different approaches to training needs analysis in designing training and development programs. 3.3 Describe major learning principles associated with various training methods. 3.4 Develop an evaluation procedure to assess the results of a training and development program. 3.5 Describe the characteristics of a learning organization.
Course Outcome 4	Learning Objectives for Course Outcome 4
4. Make recommendations to align the performance management program with the organization's strategic goals and direction.	4.1 Identify appropriate personnel to be involved in performance management processes. 4.2 Explain reliability and validity. 4.3 Create and implement a plan to evaluate a performance management program. 4.4 Discuss performance management processes and



	<p>corresponding documentation.</p> <p>4.5 Identify strategies to improve individual employee communication including appropriate follow-up and related means of communication.</p> <p>4.6 Examine strategies used to communicate performance management processes to all organizational levels.</p> <p>4.7 Identify quantifiable and other job-related indicators that are relevant, reliable, and valid and accurately reflect the employee's range of responsibilities.</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
5. Examine compensation issues and their impacts.	<p>5.1 Explain the objectives of effective compensation management and the consequences.</p> <p>5.2 Examine compensation and related legislation.</p> <p>5.3 Examine incentive systems and variable pay.</p> <p>5.4 Discuss benefits and services.</p> <p>5.5 Examine future trends in compensation management.</p>
Course Outcome 6	Learning Objectives for Course Outcome 6
6. Describe health and safety issues in the workplace.	<p>6.1 Describe Canadian laws relating to occupational health and safety.</p> <p>6.2 Discuss traditional thinking with respect to occupational health and safety issues.</p> <p>6.3 Identify responsibilities of the employer and employee regarding health and safety issues.</p> <p>6.4 Discuss the impact of employee stress on the workplace.</p> <p>6.5 Identify the relationship between health and safety issues and human resource management.</p>

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight	Course Outcome Assessed
Final Exam	40%	4,5,6
Mid Term Exam	40%	1,2,3
Research Report	20%	

Date:

May 2, 2019

Please refer to the course outline addendum on the Learning Management System for further information.

