

# Business Administration

Course Number:	<b>BUAD 269</b>
Course Title:	<b>HUMAN RESOURCES MANAGEMENT</b>
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. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Winter 2016</b>
Prerequisite(s):	No

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
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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

**Evaluation Procedure**

Preparation and Participation (individual or group)	20%
Weekly Online Quiz (individual)	10%
Project and Presentation (individual or group)	15%
Term Exam 1	15%
Term Exam 2	15%
Final Exam	25%
Total	100%

**Notes**

Students must earn half of all available exam marks to achieve a passing grade in the course.
Exams may be context dependent multiple choice, True-False-Why, short answer questions or case incidents.
Regular attendance at all classes is required.
Written and oral communications are an integral part of this course.
Attendance at exams is mandatory. Inability to attend must be supported by legitimate reasons with supportive documentation.

**Required Texts/Resources**

Stewart, E., Belcourt, M., Fitzgerald, C., Bohlander, G., and Snell, S. (2013). Essentials of Managing Human Resources. 5th Canadian Edition. Toronto: Nelson Education Ltd.
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## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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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**

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### **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 the use of someone else's work without their permission.