

Columbia College
Fundamentals of Human Resource Management (MGMT 235)

Lecture 1

Course Outline

Semester Dates: September 29, 2014 – November 2, 2014

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Lynn Burnett, BA, M.Ed.

Email: lynnb@columbia.ab.ca

Class Time: 1:00 pm – 5:00 pm (Tue/Thu)

Room: 805-113

Credit: 3

Prerequisite: MGMT 113

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Course Description:

Having effective people management systems can spell the difference between a highly successful corporation and one that is just getting by. In this course, the student develops an understanding of the dynamic concepts and techniques associated with human resource management. Topics include employee recruitment and selection, staff development, performance management systems, and compensation.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Define, explain, and describe the key processes involved in Human Resource Management (HRM) within a typical organization.
- Discuss the strategic role, function, and responsibilities of HRM in a typical business organization.
- Identify and explain the major issues underpinning each of the key process involved in HRM and develop workable approaches to dealing with them.
- Critically evaluate the current and emerging issues in HRM such as globalization, diversity, and workplace issues.

Course Format:

This course uses a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom provides you with a place where you can learn with and from others in a cooperative and collaborative manner.

You are expected to take a very active part in class discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of

instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiastic and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future work site. For example, if you have a tendency to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the classroom as you work towards your goal.

Required Textbooks and Equipment:

Dessler, G. & Cole, Nina D. (2014). Human Resources Management in Canada, Canadian, 12th Edition. Toronto, ON: Pearson Education Canada..

Recommended Readings and Resources:

Students may access these sources from the College and from home.

ProQuest Nursing and Allied Health, Canadian Business and Current Affairs, and Canadian Newsstand

- <http://proquest.umi.com/login>
Username: cc-library
Password: welcome

GALE InfoTrac Custom Journals

- <http://infotrac.galegroup.com/itweb/calq145?db=SP00>
Password: cclibrary09

Further Recommended Readings and Resources:

N/A

Homework Assignment Due for the First Class:

1. Read chapters one and two in the text, *Human Resources Management in Canada*, 12th Edition.
2. Read Running Case: LearnInMotion.com on page 24 and be prepared to discuss the questions.
3. Write down at least three questions that you would want clarified in class.
4. Prepare for a test based on the assigned readings.
5. Read this syllabus and prepare to discuss in class.

Evaluation - Assessment of Student Performance:

The final grade in the course will be based on the following elements. Wherever possible facilitators will use rubrics to assess your performance and offer feedback.

Title of Assignment/Examination	Due Date	Weight
Assignments 1, 2, 3, 4	Classes 3, 5, 7, 9	40% (10% each)
Quizzes	Classes 1 through 8	20% (2.5% each)
Oral presentation	Class 9	10%
Final exam	Class 10	30%

Please note that all homework and assignments are due at the beginning of each class.

Grading:

Grades for each component will be added together at the end of the semester. The final total will be translated to the Columbia College's 4.0 grading scale as follows:

Marking and Grading Conversion:

Description	Letter Grade	Grade Points	Percentage Scale	
Excellent	A+	4.0	100	95
	A	4.0	94	90
	A-	3.7	89	85
Good	B+	3.3	84	80
	B	3.0	79	75
	B-	2.7	74	70
Satisfactory	C+	2.3	69	65
	C	2.0	64	60
	C-	1.7	59	55
Poor	D	1.0	54	50
Failure	F	0.0	49	0

Please note that to pass this course you must earn at least a "D" (a minimal pass).

Submission and Completion of Assignments:

You are expected to submit assignments by the due date. Any late assignments may be assessed a marking penalty of 5%. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Department Chair for approval. This form is available on Columbia's website, Bldg. 802 – Main Office and from Department Chairs.

Requesting an Examination Deferral:

If you are requesting an exam to be deferred, you must submit an Application for *Deferred Examinations form (SSPP-F012)* to the Department Chair **within 48 hours of the missed examination date and time**. Applications for deferred examinations will only be considered due to medical or personal emergency. A medical certificate or other appropriate documentation may be required. This form is available on Columbia's website, Bldg. 802-Main Office and from Department Chairs.

Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Student Conduct:

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <u>It is the student's responsibility to check this exam posting.</u>

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing disabilityservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class Session	Topics	Pre-Class Readings
1	<ul style="list-style-type: none">• Course Introductions and Expectations• Strategic role of Human Resources Management (HRM)• Changing legal emphasis• HRM and technology• Quiz 1	<ul style="list-style-type: none">• Chapters 1, 2, 3
2	<ul style="list-style-type: none">• Designing and analyzing jobs• Human resources planning• Assignment 1 – Jobless Immigrants• Quiz 2	<ul style="list-style-type: none">• Chapters 4, 5
3	<ul style="list-style-type: none">• Recruitment• Selection• Quiz 3	<ul style="list-style-type: none">• Chapters 6, 7
4	<ul style="list-style-type: none">• Orientation and training• Career development• Assignment 2 – Drug Test Controversy• Quiz 4	<ul style="list-style-type: none">• Chapters 8, 9
5	<ul style="list-style-type: none">• Performance management• Strategic pay plans• Quiz 5	<ul style="list-style-type: none">• Chapters 10, 11
6	<ul style="list-style-type: none">• Pay-for-performance• Employee benefits• Assignment 3 – No Room for Mistakes• Quiz 6	<ul style="list-style-type: none">• Chapters 12, 13
7	<ul style="list-style-type: none">• Occupational health and safety• Managing employee separation, employee engagement, communication, and turnover management• Quiz 7	<ul style="list-style-type: none">• Chapters 14, 15
8	<ul style="list-style-type: none">• Labour relations• Managing human resources in a global business• Assignment 4 – Ford Contract Votes• Quiz 8	<ul style="list-style-type: none">• Chapters 16, 17• Research paper due
9	<ul style="list-style-type: none">• Oral Presentation• Review	<ul style="list-style-type: none">• Presentation due
10	<i>Final Exam – 3 hrs.</i>	<ul style="list-style-type: none">•

Appendix 1 Assignment Outlines

Assignment 1, 2, 3, 4

Due Dates: Classes 2, 4, 6, and 8

Weight: 40% (10% each)

Students will watch a case study video on each assignment, and then critically analyze the case study summary paper and questions. Each case is based on the readings and information presented in the textbook and class. Students will apply theories, concepts and personal experiences in answering each case and come prepared to discuss their ideas and answers in class.

Assignment 1: Jobless Immigrants

Assignment 2: Drug Test Controversy

Assignment 3: No Room for Mistakes

Assignment 4: Ford Contract Vote

Oral Presentation

Due date: Class 9

Weight: 10%

Each student will give a 10-15-minute presentation supported by PowerPoint on the key points of their chosen topic. Each presenter will be prepared to respond to questions from class members and from the facilitator and provide handouts of the slide presentation. Students will be evaluated according to the attached rubric.

Final Exam

Due Date: Class 10

Weight: 30%

Students will write a multiple-choice final exam consisting of 120 questions covering the content of classroom learning and assigned text and other readings.

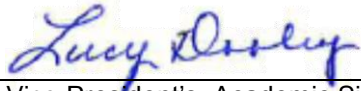
Quizzes

Due Date: Each class from classes 1 through 8.

Weight: 20% (2.5% each)

Students will be expected to read the assigned chapters in the text and other assigned readings and be prepared to write a graded quiz based on these reading assignments.

Approval:



Vice-President's, Academic Signature

September 24, 2014

Date



Registrar's Signature

September 24, 2014

Date