



BOOTH

UNIVERSITY COLLEGE

SCHOOL FOR CONTINUING STUDIES

BUS240 Human Resource Management

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Delivery Mode: Online
Duration:
Credits: 3 credit hours
Prerequisites: a grade of C or better in BUS190

Voluntary Withdrawal Deadline:
Time Extension Application Deadline:

Course Description

This course examines the fundamental challenges of managing human resources in the workplace. Topic areas covered include: recruitment, selection, orientation, training, compensation, performance management and others.

Learning Outcomes for Students

Upon completion of the course, you should be able to:

1. Describe what Strategic Human Resources Management is
2. Choose appropriate concepts to support workplace human resources practices
3. Describe a strategic Human Resources Plan that addresses organizational objectives as well as succession planning
4. Explain legislation that impacts the workplace and analyze sample Human Resources policies
5. Describe the components of total compensation and analyze compensation approaches
6. Create a job description and explain the connection to recruitment and selection processes
7. Explain the importance of on-boarding
8. Create a training plan

9. Describe the value and purpose of performance appraisals
10. Create a performance management plan
11. Describe effective retention and engagement practices
12. Describe effective health and safety practices in the workplace
13. Describe effective discipline and termination practices
14. Explain best practices when managing in a unionized environment.
15. Discuss global issues in HRM

Required Textbook(s) and Reading(s)

Dessler, G., & Chhinzer, N. (2017). *Human Resources Management in Canada* (13th ed.). Don Mills, Ont.: Pearson. ISBN: 978-0134005447

Course Outline

| Date | Topic | Textbook Chapter |
|---------|---|------------------|
| Week 1 | The Context of Human Resources Management | Ch. 1 |
| Week 2 | The Changing Legal Emphasis | Ch. 2 |
| Week 3 | Designing and Analyzing Jobs | Ch. 4 |
| Week 4 | HR Planning | Ch. 5 |
| Week 5 | Recruitment & Selection | Ch. 6 & 7 |
| Week 6 | Orientation & Training | Ch. 8 |
| Week 7 | Performance Management | Ch. 10 |
| Week 8 | Total Rewards | Ch. 11, 12, 13 |
| Week 9 | Retention/engagement | Ch. 15 |
| Week 10 | Discipline | Ch. 15 |
| Week 11 | Occupational Health and Safety | Ch. 14 |
| Week 12 | Labour Relations | Ch. 16 |

Course Grading Scale

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|-----------|-------------|---------------|--|
| A+ | 4.0* | 94% to 100% | Exceptional performance with evidence of outstanding original thinking, superior organization, exceptional capacity to analyze and synthesize; a superior grasp of the subject matter with sound critical evaluations; evidence of an extensive knowledge base. A final grade of A+ may be awarded only with the approval of the Academic Dean. |
| A | 4.0 | 84% to 93.99% | Excellent performance with evidence of excellent original thinking, excellent organization, excellent ability to analyze and synthesize; an excellent grasp of the subject matter with sound critical evaluations; evidence of an extensive knowledge base. |

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|--|------------|---------------|---|
| A- | 3.7 | 80% to 83.99% | |
| B+ | 3.5 | 77% to 79.99% | Very good performance with evidence of original thinking, very good organization, demonstrated ability to analyze and synthesize; a very good grasp of the subject matter; evidence of good critical judgment, a very good understanding of the relevant issues under examination; very good familiarity with the relevant literature. |
| B | 3.0 | 74% to 76.99% | Good performance with evidence of a good grasp of the subject matter; evidence of critical capacity, good analytical ability, a good understanding of the relevant issues under examination; evidence of good familiarity with the relevant literature. |
| B- | 2.7 | 70% to 73.99% | |
| C+ | 2.5 | 67% to 69.99% | Satisfactory performance with evidence of a satisfactory grasp of the subject matter; evidence of critical capacity, demonstrated analytical ability, an understanding of the relevant issues under examination; evidence of familiarity with the relevant literature. |
| C | 2.0 | 60% to 66.99% | Adequate performance with evidence of an adequate grasp of the subject matter; some evidence of critical capacity, an ability to develop solutions to simple problems found in the material; evidence of familiarity with some of the relevant literature. |
| D | 1.0 | 50% to 59.99% | Marginal performance with evidence of marginal familiarity with the subject matter and some evidence that critical and analytical skills have been used. |
| F | 0 | 0 to 49.99% | Inadequate performance with little evidence of even a superficial understanding of the subject matter; serious weaknesses in critical and analytical skills; limited or irrelevant use of the literature; failure to satisfy course requirements. |
| <p>* The grade of A+ may factor into student awards.</p> <p>The grades P and NP are given for certain courses. Students in these courses receive credit if assigned work is completed satisfactorily. Students who do not complete work satisfactorily will not receive credit. Grade points are not calculated for the grades P and NP.</p> | | | |

Student Resources and Supports

Populi: For information on how to use Populi, check out the [student resources group](#) in Populi (Home tab, Groups, My Groups or All Groups, Student Resources).

Library: The John Fairbank Memorial Library at Booth UC offers many resources and friendly assistance to students, including resources for [distance students](#).

Academic Learning Centre (ALC): Free tutoring support for improving academic learning is available to all Booth UC students through the ALC. In-person or email appointments can be booked through the ALC webpage. The ALC is available annually August through May; ALC staff are not available during June and July.

Accessibility Services: Academic accommodations are available to students who experience disability-related barriers to learning. Contact Student Services for a confidential consultation if you have a disability requiring accommodation. Email: StudentServices@BoothUC.ca

Mental Health: Students facing personal challenges impacting their mental health should contact Student Services for support, referral, and information. Email: StudentServices@BoothUC.ca
Access to online resources and student support advisors is also available free of charge to Booth UC students through the [Student Support Program](#).

Academic Policies

Academic Integrity

It is a serious offence to present a piece of work for course credit as one's own if the work or a portion thereof was done by some other person (plagiarism). Actions of plagiarism harm both the student and the reputation of the University College. Plagiarism or any form of cheating in examinations or term tests (e.g. crib notes) is subject to serious academic penalty that may include loss of part or all of the marks for an assignment/test, failure in the course, dismissal from the University College, or other serious consequences. Plagiarism or cheating in a course in which a student is cross-registered with the University of Manitoba may lead to disciplinary action by the University according to its policies.

To plagiarize is to take ideas or words of another person and pass them off as one's own. In short, it is stealing something intangible rather than an object. Obviously it is not necessary to state the source of well-known or easily verifiable facts, but students are expected to acknowledge the sources of ideas and expressions they use in their written work, whether quoted directly or paraphrased. This applies to diagrams, statistical tables and the like, as well as to written material and materials or information from Internet sources. Failure to do so constitutes plagiarism. It will also be considered plagiarism and/or cheating if a student submits an assignment in whole or in part by someone other than him/herself, or copies the answer or answers of another student in any test, examination, or take-home assignment.

At the beginning of their program of study, all students are required to complete the prescribed plagiarism tutorial.

Instructors are required to report all allegations of plagiarism or cheating to the Academic Dean before a grade is assigned. The original assignment is submitted to the Academic Dean.

The Academic Dean will chair a joint meeting of student and instructor to hear both the allegations and the student's response to the allegations. The Academic Dean will then make a determination whether or not plagiarism or cheating has in fact occurred and decide on appropriate disciplinary measures. The student and instructor will be notified of the Academic Dean's decision in writing. A copy of the decision will be sent to the Registrar and University College President. The student has the right to appeal the decision of the Academic Dean (see Academic Appeals).