



## Human Resource Management – MGMT 302 Business Management Program

### Course Outline

COURSE IMPLEMENTATION DATE: April 2007  
OUTLINE EFFECTIVE DATE: September 2018  
COURSE OUTLINE REVIEW DATE: March 2023

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#### GENERAL COURSE DESCRIPTION:

This Human Resource Management course covers planning, recruitment, selection and placement; job analysis, job description and job evaluation; compensation and performance appraisal plans; employee benefit programs; training and education programs and employee rights, labour relations, personnel planning and evaluation.

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**Program Information:** This course is required in the General Management Diploma and is an elective in Business Management.

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**Delivery:** This course is delivered as both classroom-based and online delivery. Students are expected to attend classes and also to participate in online discussions and complete online assignments.

**COTR Credits:** 3

**Hours for this course:** 45 hours

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
<b>Total</b>	45

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	

**Course Outline Author or Contact:**

Tammy Kiss, BA, BMgmt, MBA, PID

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Signature

**APPROVAL SIGNATURES:**

Department Head  
Erin Aasland Hall  
E-mail: [aaslandhall@cotr.bc.ca](mailto:aaslandhall@cotr.bc.ca)

Dean of Business & University Studies  
Darrell Bethune  
E-mail: [bethune@cotr.bc.ca](mailto:bethune@cotr.bc.ca)

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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2018 – March 2023

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Education Council Approval Date

**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** A minimum grade of C- (55%) in English 100 or equivalent.

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA  Yes  No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** BUAD 222 ⇔⇔ MGMT 302

**Date changed:** June 2010

## Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date, the following textbooks were in use:

Stewart, Eileen, et al. *Human Resources Management – Essentials of Managing Human Resources*. 6th Canadian Edition, Nelson, 2016.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

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## LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

### Knowledge

- define HRM (Human Resources Management) and identify the activities of HRM;
- identify the valid testing procedures used in the employee selection process;
- identify the basic learning principles involved in employee training and development;
- understand contractual and statutory rights of employees;
- recognize various approaches to discipline and dispute resolution;
- describe the legal framework of HRM and identify general types of employment laws in Canada; and
- identify the steps in the recruitment and selection process.

### Comprehension

- develop an understanding of the reasons for human resources planning and forecasting;
- describe the linkages between Strategic HRM, Business Strategy, and Sustainability;
- identify HR's role in implementing and supporting sustainability initiatives in the organization; and
- develop an understanding of labour relations with emphasis on the collective bargaining process, grievance handling and the B.C. Labour Act.

### Application

- follow through the process of job analysis and create a job description;
- develop an understanding of how wages and salary systems work, including financial incentive systems;
- identify and know the fundamentals of motivation and morale;
- through role play and experiential exercises, practice negotiation and dispute resolution skills; and
- using various selection tools, conduct a mock employment interview.

### Analysis

- use management training and problem solving techniques for increasing motivation and morale and apply to case studies and sample business scenarios;
- interview selected business HR managers and identify the types of performance evaluation systems in use and their advantages and disadvantages; and
- negotiate a simulated labour contract.

**Evaluation**

- conduct a social audit of a selected business.

**Teamwork and Communication**

- improve one's face-to-face communications skills through in-class interaction, role play, online discussions and final presentations.

**COURSE TOPICS:**

- HRM Challenges and Legal Context
- Attracting and Selecting People for the Organization
  - Work design
  - HR planning, recruitment and selection
- Developing People in the Organization
  - Orientation, training and development
  - Managing performance
  - Compensation
- Employee Relations
  - Health and workplace safety
  - Management rights, employee rights, discipline
  - Labour relations
  - Collective bargaining

*See instructor syllabus for the detailed outline of weekly readings, activities and assignments.*

**EVALUATION AND ASSESSMENT (Online Delivery):**

Assignments	% Of Total Grade
Assignment(s)	20%
Online Participation	10%
Midterm	30%
Final Exam	<u>40%</u>
Total	100%

**EVALUATION AND ASSESSMENT (Face-to-Face):**

Assignments	% Of Total Grade
Assignment(s) and in-class activities	30%
Midterm	30%
Final Exam	<u>40%</u>
Total	100%

Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

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### EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

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### COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	59-55	54-50	< 50

Certificate and diploma students are required to maintain a minimum course grade of C- (55%) in all program courses. BBA students are required to maintain a minimum course grade of C (60%) and an average course grade of C+ in all program courses that contribute to the BBA.

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### ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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### COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.