

**COURSE NAME:** BUS251 Introduction to Human Resources

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Credit Value: 3  
Total Course Hours: 42  
Prerequisite Course(s): None  
Corequisite Course(s): None

## COURSE DESCRIPTION

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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.

## PLAR INFORMATION

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This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

## COURSE LEARNING OUTCOMES

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Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p>1.0 Examine the role of strategic human resource management using professional development plans and organizational development strategies.</p> <ul style="list-style-type: none"><li>1.1 examine the relationship between the human resources function and other functional areas within the organization</li><li>1.2 identify opportunities for organizational cross functional initiatives</li><li>1.3 identify strategies to promote the development of the human resources field</li><li>1.4 examine ethical guidelines - i.e., Canadian Council of Human Resources Associations (CCHRA) Code of Ethics</li><li>1.5 discuss the benefits of networking and participation in professional organizations</li><li>1.6 discuss the importance of employment legislation (e.g. Employment Standards Act) in the field of human resources</li></ul> <p>2.0 Describe how unions affect an organization and the human resource function and discuss strategies to build union-management cooperation.</p> <ul style="list-style-type: none"><li>2.1 identify conditions that indicate potential unionization</li><li>2.2 describe the structure of Canadian unions</li></ul> | <ul style="list-style-type: none"><li>2.3 identify the key steps in negotiating a union contract</li><li>2.4 discuss process for resolving disputes and grievances" (e.g. negotiation, mediation, arbitration)</li></ul> <p>3.0 Develop strategies for recruitment and selection.</p> <ul style="list-style-type: none"><li>3.1 discuss the recruitment and selection function of an organization and the benefits of a diverse work force</li><li>3.2 identify recruitment methods and constraints on the recruitment process (e.g. human rights legislation)</li><li>3.3 identify the steps in the selection of human resources</li><li>3.4 examine the interview process</li><li>3.5 create policy and procedure documents in a clear and an understandable manner, using industry best practices</li></ul> <p>4.0 Make recommendations to align the performance management program with the organization's strategic goals and direction</p> <ul style="list-style-type: none"><li>4.1 identify appropriate personnel to be involved in performance management processes</li><li>4.2 explain reliability and validity</li><li>4.3 examine performance interview formats</li></ul> |
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- 4.4 create and implement a plan to evaluate a performance management program
- 4.5 discuss performance management processes and corresponding documentation
- 4.6 identify strategies to improve individual employee communication including appropriate follow-up and related means of communication
- 4.7 examine strategies used to communicate performance management processes to all organizational levels
- 4.8 identify quantifiable and other job-related indicators that are relevant, reliable, and valid and accurately reflect the employee's range of responsibilities
- 5.0 Assess the role of training and development in an organization
  - 5.1 describe the impacts of training and development on an organization's long-term strategy
  - 5.2 explain different approaches to training needs analysis in designing training and development programs
  - 5.3 describe major learning principles associated with various training methods
  - 5.4 develop an evaluation procedure to assess the results of a training and development program
- 5.5 describe the characteristics of a learning organization
- 6.0 Examine compensation issues and their impacts
  - 6.1 explain the objectives of effective compensation management and the consequences of mismanaged compensation programs
  - 6.2 examine compensation and related legislation
  - 6.3 examine incentive systems and variable pay
  - 6.4 discuss benefits and services
  - 6.5 examine future trends in compensation management
- 7.0 Describe health and safety issues in the workplace
  - 7.1 describe Canadian laws relating to occupational health and safety
  - 7.2 discuss traditional thinking with respect to occupational health and safety issues
  - 7.3 identify responsibilities of the employer and the employee regarding health and safety issues
  - 7.4 discuss the impact of employee stress on the workplace
  - 7.5 identify the relationship between health and safety issues and human resource management

## GENERAL EDUCATION

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This is not a General Education course.

## PROGRAM OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved program learning outcomes (PLO):

### Business

- 6. perform work in compliance with relevant statutes, regulations and business practices.
- 7. explain the role of the human resource function and its impact on an organization.

### Business - Human Resources

- 1. Participate in the recruitment, selection, and retention of employees.
- 2. Participate in performance management processes.
- 3. Participate in the planning, delivery, and evaluation of employee orientation, training, and development programs.
- 4. Contribute to an organization's success through effective employee relations.
- 5. Assist with the administration and communication of the organization's total compensation plan\*.

6. Participate in organizational health and safety policies and practices.
7. Apply current and emerging information technologies to support the human resources function.
8. Implement organizational development\* strategies aimed at promoting organizational effectiveness.
9. Communicate human resources information accurately and credibly in oral, written, and graphic form.
10. Plan and act on personal professional development plans to achieve ongoing competence in human resources professional practice.
11. Identify the human resources component of a business plan.
12. Assist in the collection and analysis of human resources data.

## ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

## EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

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HRPAO Accreditation requires minimum 65%

## COURSE EVALUATION

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Tests 60%

Assignments (recommend performance appraisal assignment) 40%

## PROGRAM SPECIFIC GRADING

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Per College Grading System

### GRADING SYSTEM

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A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

\*For a complete chart of grades and descriptions, please see the Grading Policy.

## LEARNING RESOURCES

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Other Resources:

Required:

Schwind, H., Das, H., & Wager, T. (2013). Canadian human resources management: A strategic approach (10th Canadian ed. with Econnex). Toronto, Canada: McGraw-Hill Ryerson. ISBN: 9781259066665.

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

## LEARNING ACTIVITIES

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Lectures, Case Studies-text and video, Debates, Discussions, Research Assignments, Guest Speakers, Essay, Tests, Web Searches,

## DELIVERY MODE

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This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

## ACADEMIC POLICIES

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Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

## COLLEGE POLICIES

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- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

## STUDENT SUCCESS SERVICES - Your Success Matters!

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Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized

accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email [studentsuccessnow@canadorecollege.ca](mailto:studentsuccessnow@canadorecollege.ca) or call 705.474.7600 ext 5205.

### FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

### WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

### HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.