

Western Continuing Studies

Introduction of Human Resource Management BSMG6202

Course Outline

Description:

Learn the fundamental concepts and practices that are essential to human resource management. The importance of a human resource strategy will be addressed in this course with a focus on guidelines for effective human resource planning, recruitment, selection, compensation, and training. Examine the history of the evolving role of human resource management and how it can improve your company's productivity.

Course Goals:

1. To enable participants to develop an understanding of the role of human resource management in today's workplace.
2. To enable participants to examine the effective management of human resources from a Canadian perspective.
3. To provide participants with a framework for considering the relationship between an organization's human resources and its strategic goals and plans.

Course Objectives:

At the completion of this course, the student will be able to:

- Examine the history of the role of human resources management, and how it has evolved.
- Develop an understanding of the key issues related to human resources processes, work environment, work design, and current employment legislation.
- Examine the significance of the changing world of work.
- Discuss implications for the future of the relationship between worker's and the organization's strategic goals in terms of trends and issues in the larger industrial context.
- Identify and consider opportunities and implications for new and innovative relationships between organizations and their workers.
- Examine and critique the role that unions play in human resources management.

Texts:

Canadian Human Resources Management, 13th Canadian edition, Schwind, ISBN 978-1-26-088143-1

Evaluation:

Evaluation will be as follows:

- Participation: 20%
- Mid-Term Exam: 30%
- Group Assignment: 20%
- Final Exam: 30%

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Group Assignment:

For this assignment, your group should choose an HRM topic and discuss what impacts it can have in the workplace. It can pertain to a workplace where one of your group members was previously employed or currently are employed. Describe the following in your group presentation:

- What is the issue or problem?
- What workplace are you describing?
- How does the issue pertain to that workplace?
- What suggestions do you have to solve the problem, based on what you have learned in the course?
- Concluding comments.

Your chosen method of delivery can include the following;

- Voice over/Video PowerPoint presentation – 15-20 minutes
- Role play video with debrief – 15-20 minutes
- Another creative delivery method (would require prior approval)

Grading:

A+	90-100	One could scarcely expect better from a student at this level
A	80-89	Superior work which is clearly above average
B	70-79	Good work, meeting all requirements, and eminently satisfactory
C	60-69	Competent work, meeting requirements
D	50-59	Fair work, minimally acceptable
F	below 50	Fail

Participation Grading Chart:

The following chart will act as a guide for assessing student participation in the course.

Total point: 10

Grade	Criteria
9-10	The student participates frequently, providing relevant responses and over the length of the course actively participates in discussions, questions in a positive manner that demonstrates critical thinking skills; the responses often offer new perspectives on course material and spark discussion.
7-8	The student participates consistently, providing relevant responses and over the length of the course actively offers new ideas and responds to the contributions of others.
6	The student provides some relevant contributions and occasionally offers new ideas.
5	The student's contributions are inconsistent in both quality and relevance. The student does not offer any new ideas, and responses to fellow students are few.
4	The student rarely participates, rarely provides responses, and rarely responds to the comments and contribution of others. The student is rarely involved in group or class discussions.
0-3	The student never participates, does not respond to the comments or contributions of others, and does not offer their opinion or ideas. The student only contributes when specifically asked by the instructor.

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Exams:

Students must complete the midterm and final exams online through OWL Brightspace. Tests will be based on content from the assigned readings and lecture material. Exam questions will be primarily multiple choice and true/false questions. More details can be found in OWL Brightspace.

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at Western University. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on "Scholastic Offences" in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). Students enrolled in non-degree courses are expected to abide by the University's code of conduct.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct: <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Plagiarism:

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>).

How often will the instructor communicate with me?

The instructor will login to the course once a day, weekends excepted, unless otherwise specified in the course announcements.

Policy on Late Assignments:

Assignments may be submitted up to midnight of due dates to be considered "on time". Late assignments result in 2% (of the total mark) per day grade deduction, including weekends, up to a maximum of 7 calendar days will apply after which assignments will not be accepted and a grade of zero will be assigned unless documentation for accommodation has been provided in advance.

How do I hand in assignments?

All assignments will be submitted electronically through OWL Brightspace using the assignment tool. Failure to meet deadlines without the instructor's written permission will be subject to the late assignment policy. It is the student's responsibility to ensure that all assignments forwarded to the instructor arrive before the due date. If you experience difficulty in submitting assignments through OWL Brightspace, you are responsible for contacting the instructor.

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When will I receive my grades?

Final grades will be available 2 weeks after the last scheduled day of the course. A grade report can be printed from myWCS. Final grades are not posted in OWL Brightspace.

Western Digital Badge

If you have met the course requirements for this Western approved micro-credential, you will receive an email from MyCreds to claim your digital badge. Badges are embedded with data that verifies your skills and achievements. Share them with your employer, on LinkedIn and other social media sites.

Course Schedule: 13 Weeks

Unit	Date and Format	Topic & Learning Objectives	Readings and Coursework
1		Strategic HR Management Learning Objectives for this Unit: • Discuss the objectives of human resource management. • Identify steps in strategic management of human resources. • Explain how human resource departments are organized and function. • Discuss the role of human resource professionals in today's organization.	Student Course work: • Read Chapter 1 • Watch Lessons • Complete all Learning Activities (Post Lesson Question(s) & Discussion Forums)
2		Job Analysis and Design Learning Objectives for this Unit: • Describe the uses of job analysis information for HR professionals. • Discuss the various steps in conducting job analysis and methods of job data collection. • Describe the contents of a job description and a job specification. • Discuss the various approaches to setting performance standards. • Define what competencies are and describe competency models. • Outline the key considerations in job design.	Student Course work: • Read Chapter 2 • Watch Lessons • Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)
3		Human Resources Planning Learning Objectives for this Unit: • Explain the importance of human resource plans for strategic success. • Describe the HR planning process. • Discuss methods for estimating an organization's demand for human resources. • Explain the various methods of estimating a firm's supply of human resources. • Identify solutions to shortages or surpluses of human resources. • Discuss the major contents of a Human Resource Information System (HRIS). • Explain how data and analytics have contributed to	Student Course work: • Read Chapter 3 • Watch Lessons • Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)

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Unit	Date and Format	Topic & Learning Objectives	Readings and Coursework
		enhancing HR service delivery.	
4		Legal Requirements and Diversity, Equity, and Inclusion Learning Objectives for this Unit: • Explain how HR determines the federal and provincial employment and labour standards that apply to various workers. • List the groups who are protected from discrimination under the <i>Canadian Human Rights Act</i>. • Describe the purpose of equity and privacy legislation. • List various types of employment policies that organizations may adopt. • Define <i>harassment</i> and the role that HR plays in addressing it. • Describe the strategic importance of diversity for Canadian workplaces. • Discuss a diversity perspective versus an inclusion perspective.	Student Course work: • Read Chapter 4 • Watch Lessons • Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)
5		Recruitment Learning Objectives for this Unit: • Explain the strategic importance of the recruitment function. • Discuss constraints faced in a typical recruitment process. • Describe the two most common methods of applying for a job. • Identify the appropriate recruiting methods for different types of jobs. • Explain how to generate effective recruitment advertisements. • Describe how to choose among the recruitment sources. • List key measures for evaluating the effectiveness of the recruitment function.	Student Course work: • Read Chapter 5 • Watch Lessons • Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)
6		Selection Learning Objectives for this Unit: • Explain the strategic significance of the selection function. • Describe the various steps in the selection process. • Discuss the types and usefulness of applicant screening tools. • Explain the role of employment tests in selection process and discuss the types of employment tests.	Student Course work: • Read Chapter 6 • Watch Lessons • Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)

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Unit	Date and Format	Topic & Learning Objectives	Readings and Coursework
		- Discuss the major approaches to test validation. - Outline the steps involved with conducting an employment interview. - Describe how to evaluate the effectiveness of the selection process.	
7		Onboarding, Training and Development, and Career Planning Learning Objectives for this Unit: - Explain the key purposes and differences between onboarding, training and development. - Describe the orientation and socialization aspects of onboarding and why they are important. - Describe the systems approach to training. - Explain different approaches to needs analysis. - Explain the principles of learning and how this knowledge impacts the choice of training programs. - Define strategic human resource development. - Discuss how to assess whether learning actually occurred in training and development programs. - Describe how the human resource function encourages and assist career planning.	Student Course work: - Read Chapter 7 - Watch Lessons - Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum) Mid-term – Units 1 to 6
8		Performance Management Learning Objectives for this Unit: - Discuss how managing employee performance relates to achieving organizational goals. - Describe the various purposes of performance appraisals. - Describe the commonly used comparative and noncomparative appraisal methods. - Discuss the advantages and disadvantages of the various raters of performance appraisal information. - Describe the guidelines for effectively communicating performance feedback to employees. - Outline steps for creating a performance improvement plan. - Explain how talent management uses information about employee performance and potential to guide employee decisions.	Student Course work: - Read Chapter 8 - Watch Lessons - Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)
9		Compensation Management Learning Objectives for this Unit: - Define total compensation. - Explain the objectives of effective compensation management. - Describe what a compensation philosophy is and why organizations need one. - Describe how direct compensation is determined through job evaluation and market pricing methods.	Student Course work: - Read Chapter 9 - Watch Lessons - Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)

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Unit	Date and Format	Topic & Learning Objectives	Readings and Coursework
		- Discuss skill-based approaches to pay. - Describe the various forms of individual incentive and group or team-based variable pay systems. - Explain the difference between 'equal pay for equal work' and 'equal pay for equal value'. - Describe advantages and disadvantages of pay secrecy.	
10		Employee Benefits Learning Objectives for this Unit: - Describe the objectives of providing benefits to employees. - Explain how government furthers employee security and which major Canadian laws relate to it. - Discuss the types of benefits organizations may provide to their employees. - Describe the major types of pension plans. - Explain flexible benefit packages and emerging employee assistance programs. - Describe the costs of employee benefits and ways to control them. - Explain the implications of employee benefits for HR.	Student Course work: - Read Chapter 10 - Watch Lessons - Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum) Assignment Due
11		Managing Employee Relations and The Union Management Framework Learning Objectives for this Unit: - Discuss the importance of downward and upward communication in organizational setting. - Define employee counseling and other major types of counselling. - Describe progressive discipline and wrongful dismissal. - Explain the different techniques available to improve the quality of work life. - Outline the major issues relating to downsizing the workforce and their implications for strategic human resource management. - Discuss the major reasons why workers join unions. - Describe the structure of Canadian unions. - Summarize the core legal principles relating to collective bargaining. - Explain how a union organizing campaign is carried out. - Outline the key steps in negotiating a union contract. - List common techniques to resolve disputes. - Describe how unions affect the human resource management environment. - Suggest ways to build union-management cooperation.	Student Course work: - Read Chapters 11 & 13 - Watch Lessons - Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)
12		Health & Safety Learning Objectives for this Unit: Describe the major Canadian laws relating to occupational health and safety.	Student Course work: - Read Chapter 12 - Watch Lessons

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Unit	Date and Format	Topic & Learning Objectives	Readings and Coursework
		- Assess the traditional thinking with respect to occupational health and safety issues. - Explain the new thinking with respect to employee rights relating to occupational health and safety issues. - Outline the implications for human resources management of safety and health responsibilities. - Discuss the impact of stress on employees and the workplace. - Summarize the relationship between health & safety issues and human resource management	Complete all Learning Activities (Post Lesson Question(s) & Discussion Forum)
		Final Exam – Units 7 to 12	

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