



EFFECTIVE: SEPTEMBER 2002

CURRICULUM GUIDELINES

A: Division: **Instructional** Date: **November 2001**
 B: Department/ **Commerce & Business Admin.** New Course Revision
 Program Area: **Hotel and Restaurant Management**
 If Revision, Section(s) Revised:
 Date Last Revised: **March 1996**

C: **HORM 430** D: **HUMAN RESOURCE MANAGEMENT** E: **3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course introduces students to the major human resource activities and current issues, including: human resource planning and job analysis, recruiting, selection, orientation, training and development, career planning, performance appraisal, compensation, health and safety, and labour relations.		
G: Allocation of Contact Hours to Types of Instruction/Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lectures and Seminars Number of Contact Hours: (per week / semester for each descriptor) Lecture: 3 Hrs. Seminar: 1 Hr. Total: 4 Hrs. Number of Weeks per Semester: 15 Weeks X 4 Hours Per Week = 60 Hours	H: Course Prerequisites: HORM 240	
	I: Course Corequisites: Nil	
	J: Course for which this Course is a Prerequisite: Nil	
	K: Maximum Class Size: 35	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input type="checkbox"/>		
SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

M: Course Objectives/Learning Outcomes

The student will be able to:

1. outline the importance of sound human resource management practices to organizational effectiveness, especially as they relate to the se
2. describe how the human resources function may be impacted by ethnic pluralism and identify management principles and practices app
managing the multicultural work force;
3. describe various recruitment methods and identify the legal issues surrounding the recruitment of human resources;
4. demonstrate competency in the following:
 - . prepare for and conduct a job interview
 - . select and hire a new employee
 - . create job descriptions
 - . develop and implement a training plan
 - . appraise an employee's performance
 - . understand the Employment Standards Act and its implications for managers
5. distinguish among different types of benefits plans and describe legally required benefits;
6. describe different approaches to compensation;
7. discuss the purpose of a discipline policy for a hospitality organization and the manager's role in establishing and implementing discipli
8. describe the role of a union and outline the laws regulating labour relations and union activities;
9. describe current human resources management issues;
10. discuss the principles of human resource planning.

N: Course Content

1. The history and development of the human resource management function.
2. Government legislation, human rights, compliance and their impact on decision-making.
3. Planning for human resource needs. Job analysis.
4. Staff the organization. Recruitment, selection and placement. Procedures. Decisions and constraints. Orientation, socialization and ac
5. Appraising and compensating employees. Performance evaluation. Job evaluation. Compensation systems. Indirect compensation.
6. Training and developing employees. Managing employee careers.
7. Analyzing and improving the work environment. Health and safety. Quality of work-life. Stress management. Personnel data collect
8. Terminating employees. Protecting the interests of employers while respecting employee rights.

- 9. Establishing and maintaining effective labour relations. Collective representation. Interaction between union and management.
- 10. Labour legislation and public policy. B.C. Labour Code and guide. Employment Standards Act. Impact of Human Rights Legislation.
- 11. Reasons employees join unions. The certification process. Collective bargaining. Contract administration. Grievances. Arbitration. Mediation. Strikes and lockouts.

O: Methods of Instruction

Methods will include lectures, seminars, text and reading assignments, role-playing and classroom discussion. Guest speakers and audio-visual where appropriate. All students will participate in a collective bargaining simulation.

P: Textbooks and Materials to be Purchased by Students

Werther, William B. Jr., H. Schwind, and Hari Das. *Canadian Human Resource Management*, Latest Ed. McGraw-Hill Ryerson Ltd.

Q: Means of Assessment

Tests	40%
Final examination	30%
Case reports	20%
Participation	<u>10%</u>
	<u>100%</u>

STUDENTS MUST COMPLETE **ALL** COMPONENTS OF THE COURSE TO OBTAIN CREDIT FOR THE COURSE.

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Dean/Director: Jim Sator

Registrar: T. Angus

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