

IBS810 - Human Resource Management

School of International Business & Management, Fall - 2019

Subject Title

Human Resource Management

Subject Description

This subject provides students with a comprehensive introduction to Human Resources Management (HRM). It is intended to assist those with little to no prior knowledge of HRM in acquiring a basic level of knowledge/ skill in this subject area. This course will introduce the diverse components of human resources functions and its role in both domestic and global business environments. Case study analysis will be used to link the theory to the practical situations that occur in HR. Learners are introduced to the functional areas of HRM and will apply acquired concepts to solve problems related to effective HRM in organizations.

Credit Status

One credit.

Learning Outcomes

Upon successful completion of this subject the student will be able to:

1. Analyze the role and functions of human resources management in contributing to the goals of an organization and how the HRM team provides direction and services to the various units within an organization.
2. Assess the impact of the legal framework that regulates the employment relationship on the practice of human resources management in the domestic and global workplaces.
3. Analyze and interpret the strategic objectives of an organization and develop strategic and operational human resources plans that facilitate the attainment of those objectives.
4. Develop strategies to meet an organization's human resources requirements by recruiting, selecting, orienting and socializing employees in accordance with legal and ethical standards
5. Develop strategies to manage employee performance by effectively utilizing orientation, training, development and performance management.
6. Examine and analyze the concepts and techniques used in compensation management, including the purposes and importance of employee benefits, services, and incentive plans.
7. Discuss the purposes and importance of employer-employee relationship.
8. Define and explain how legislation affects occupational health and safety in today's environment.
9. Examine and analyze the purposes and importance of labour relations and collective bargaining.
10. Describe trends influencing the value of work and today's work force.

Essential Employability Skills

Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfils the purpose and meets the needs of the audience.

Respond to written, spoken, or visual messages in a manner that ensures effective communication.

Apply a systematic approach to solve problems.

Use a variety of thinking skills to anticipate and solve problems.

Locate, select, organize, and document information using appropriate technology and information systems.
Analyze, evaluate, and apply relevant information from a variety of sources.
Show respect for diverse opinions, values, belief systems, and contributions of others.
Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
Manage the use of time and other resources to complete projects.
Take responsibility for one's own actions, decisions, and consequences.

Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.html> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

Please visit the Academic Integrity website <http://open2.senecac.on.ca/sites/academic-integrity/for-students> to understand and learn more about how to prepare and submit work so that it supports academic integrity, and to avoid academic misconduct.

Discrimination/Harassment

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Student Conduct Office at student.conduct@senecacollege.ca.

Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 22900 to initiate the process for documenting, assessing and implementing your individual accommodation needs.

Prerequisite(s)

The course pre-requisite follows the IBS program admission requirements.

Topic Outline

- The Strategic Role of Human Resources Management
- The Changing Legal Emphasis: From Compliance to Valuing Diversity
- Designing and Analyzing Jobs
- Human Resources Planning
- Recruitment and Selection
- Orientation and Training
- Performance Management
- Strategic Pay Plans
- Pay for Performance and Financial Incentives
- Employee Benefits and Services
- Occupational Health and Safety
- Fair Treatment: The Foundation of Effective Employee Relations
- Labour Relations

Mode of Instruction

There are three hours of class per week with a blend of classroom lectures, small/large group discussions, case studies, video.

Prescribed Texts

Dessler, Gary and Nita Chhinzer. Human Resources Management in Canada. (w/MyMGMLab XL Access) 14th edition. Pearson. ISBN: 9780134882758.

Reference Material

MLA Citation Guide <http://seneca.libguides.com/mla>

For information on how to research and write a report as well as how to prevent plagiarism refer to <http://library.senecacollege.ca/>

Required Supplies

A device to enable access to the internet for in-class workshops

Student Progression and Promotion Policy

<http://www.senecacollege.ca/about/policies/student-progression-and-promotion-policy.html>

Grading Policy <http://www.senecacollege.ca/about/policies/grading-policy.html>

A+	90% to 100%
A	80% to 89%
B+	75% to 79%
B	70% to 74%
C+	65% to 69%
C	60% to 64%
D+	55% to 59%
D	50% to 54%
F	0% to 49% (Not a Pass)
OR	
EXC	Excellent
SAT	Satisfactory
UNSAT	Unsatisfactory

For further information, see a copy of the Academic Policy, available online (<http://www.senecacollege.ca/about/policies/academics-and-student-services.html>) or at Seneca's Registrar's Offices. (<https://www.senecacollege.ca/registrar.html>).

Modes of Evaluation

Modes of Evaluation

Deliverables	35%
Quizzes	45%
In Class assignments	20%
Total	100%

Language Standards:

It's essential for today's successful business person to be able to clearly communicate orally and in writing. All written work must demonstrate the following characteristics for clarity, conciseness and...

- writing that is consistent with the rules of English grammar
- spelling and punctuation that are correct
- appropriate use of vocabulary
- sentences that are structured correctly
- main points that are supported with specific, relevant examples and rationale
- work that flows logically through supporting statements/paragraphs
- layout that is attractively displayed

Additional Guidelines:

1. Students are expected to be familiar with and adhere to Seneca's Academic Integrity Policy.
2. All submissions must meet instructor requirements related to neatness and quality of presentation, including accuracy of spelling and grammar.
3. You're expected to act in a thoroughly professional manner during classroom discussions, and on exercises, assignments, projects and presentations.

Attendance and Participation:

What you get out of this course is highly correlated to what you put into it. Your degree of preparation, class attendance will all affect how well you do as class discussions are a major part of the learning process.

Research:

All supporting material used for your assignments must use MLA format. Research material from Wikipedia, Scribd and Facebook will not be accepted.

Missed Test, Presentations and Late Assignments

Students are required to complete all tests, in-class assignments, and presentations on the scheduled dates and times. Missed tests, in-class assignments, and presentations will result in a grade of zero unless a valid, unavoidable reason has occurred and the student has notified the professor. Supporting documentation may be required.

Late assignments may be subject to penalty and is at the discretion of the professor. If there are valid reasons for the late assignment, the students **must notify the professor, upon which alternative arrangements may be considered and/or arranged.**

Note: It is recommended that students use their Seneca email account to send a message to the professor. Using any other account may result in the message being deleted by the college's spam filter. Always keep a copy of the email message in case verification is required.

Effective Business Communication and English Competency

The ability to communicate effectively is essential for success in business. Therefore, students must:

- Demonstrate English competency in this subject in both oral and written work;
- Strive to be clear and concise;
- Ensure all written work is consistent with the rules of English grammar, especially in sentence structure, spelling, and punctuation; and
- Always spell check, edit, and proofread submitted work.

PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE. IT WILL BE REQUIRED IF YOU APPLY TO ANOTHER EDUCATIONAL INSTITUTION AND SEEK ADVANCED STANDING!

Approved by: Shahrzad Farzinpak
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Seneca College of Applied Arts and Technology