



MASKWACIS CULTURAL COLLEGE
School of Indigenous Business
ORGA 2500 – Introduction to Human Resource Management
and Industrial Relations

Course level 2nd Year
Course term/ date: Summer 2018

Course dates:	July 4 th – August 17th
Room#:	102
Instructor and qualifications:	Azar Kamran, MBA
Contact email address:	akamran@mccedu.ca
Hours:	5:00 to 8:30 pm

Academic Calendar description and credit hour breakdown:

University Transfer Course (MCC) 13-3-0

Course Description: This introductory course addresses basic concepts and processes of the field of human resource management. Topics include: human resource planning, job analysis, recruitment, selection, orientation, training and development, performance management, compensation management, workplace health and safety, and employee and labour relations.

Required Text(s):

Human Resources Management, Author: Laura Dias , Shoreline Community College

<https://open.bccampus.ca/find-open-textbooks/?uuid=2e25dbce-a4c5-498d-a715-a00c0dbdc03e&contributor=&keyword=&subject>

Original source: <http://www.saylor.org/site/textbooks/Human Resource Management.pdf>

Additional Resources:

- Instructor generated materials – distributed at class time.

Prerequisites and Co-requisite information:

Course Objectives:

1. Create an understanding on the role of human resources
2. Create an understating on developing and implementing strategic HRM plans
3. Create an understanding on importance of diversity and multiculturalism
4. Create an understanding on the recruitment and selection process
5. Create and understanding on various aspects such as “compensation and benefits”, “retention and motivation”, & “performance management”

Learning outcomes: At the end of this course, the students will be able to

- Know the role of human resources, why HRM function is key to a successful business.
- Know how developing and implementing strategic HRM plans is necessary to address the ever-changing work environment.
- Know why diversity and multiculturalism is so important to ensuring a healthy organization.
- Know some of the important legal aspects of recruitment and selection process and methods to recruit qualified individuals.
- Understand various aspects of “compensation and benefits”; pay, benefits, vacation time, and other incentives.
- Understand “retention and motivation”: talent management approach
- Understand “performance management”: performance issues and how to handle those performance issues.
- Know how to address health and safety issues such as drug use

Grades distribution:

Assignment	Request for	% of total grade	Due date
#1	Individual assignment #1	15	July 16 th 2018
#2	Individual assignment #2	15	July 30 th 2018
#3	Group Participation & attendance	10	Per participation & class attendance
#4	Final Exam	60	August 13 th 2018
Total		100%	

Grading system rating:**Grading system revised May 2018**

Descriptor	Grade point value	Percentage	Alpha grade	Standing
Outstanding performance	4.0	90 or above	A +	Honours
Excellent performance – superior performance showing comprehensive knowledge of the subject matter	3.8	85 – 89	A	Honours
Approaching excellent	3.6	80-84	A-	Honours
Exceeding good performance	3.3	76-79	B+	
Good performance – clearly above average performance with knowledge of subject matter generally complete	3.0	73-75	B	
Approaching good performance	2.7	70-72	B-	
Exceeding Satisfactory performance	2.3	67-69	C +	
Satisfactory performance basic understanding of the subject matter	2.0	64-66	C	Minimal pass
Approaching satisfactory performance	1.7	60-63	C-	
Insufficient prep for subsequent courses in same subject	1.5	55-59	D+	
Insufficient prep for subsequent courses	1.3	50-54	D	
Failure. Did not meet course requirements	0.0	0-49	F	
Incomplete	0.0	0.0	I	

A minimum of 2.0 is required for courses to be transferable to other institutions, however, we encourage all students to aim for top marks.

*Group/Individual work to be identified

Schedule of Assignments:

Assignments should be typed and double spaced on standard-sized paper (8.5"x11"), with 1" margins on all sides. You should use a clear font that is highly readable. APA recommends using 12 pt. Times Roman font.

Each assignment size should be MINIMUM 4 pages or 1000 words long (double spaced) and MAXIMUM 5 pages or 1250 words long (double spaced). Any pictures or diagrams are not counted in word limits.

	Individual assignment topics	Assignments Due
1	Of the seven tasks an HR manager does, which do you think is the most challenging? Why? Feel free to use examples from Cree and First Nations while utilizing the concepts discussed in the course.	July 16 th
2	Research the various generations: baby boomers, Generation X, and the Y Generation (millennials). Compare and contrast five differences between the generations. How might these differences impact HRM? Feel free to use examples from Cree and First Nations while utilizing the concepts discussed in the course.	July 30 th

Schedule of lectures topics, laboratories and assignments covered: dates of each class, topics that will be covered, any assignments due on that date, speakers attending, etc.

Date	Topic	Readings (Chapters)	Individual Assignments Due
Week 1 July 4 th	The role of human resources	Chapter 1	
Week 2 July 9 th	Developing and implementing strategic HRM plans	Chapter 2	Assignment 1 discussed
Week 2 July 11 th	Diversity and multiculturalism	Chapter 3	
Week 3 July 16 th	Recruitment & Selection	Chapter 4, 5	Assignment 1 due
Week 3 July 18 th	Selection, compensation and benefits	Chapter 5,6	
Week 4 July 23 rd	Retention and motivation	Chapter 7	Assignment 2 discussed
Week 4 July 25 th	Training and development	Chapter 8	

Week 5 July 30 th	Successful employee communication	Chapter 9	Assignment 2 due
Week 5 Aug 1 st	Managing employee performance & employee assessment	Chapter 10, 11	
Week 6 Aug 6 th	Safety and health at work	Chapter 13	
Week 6 Aug 8 th	Safety and health at work	Chapter 13	
Week 7 Aug 13 th	FINAL EXAM	All	

Cultural

Spiritual

Help students understand that we all have feelings. Our feelings help us in our development as a person and help us to function in the world around us. These feelings also allow us to market ourselves or un-market ourselves. Students will be encouraged to reflect on Cree culture and debate value of spiritual tools in the culture and its connection to creating value through operations management, supply chain management, operations planning and resource planning.

Physical

Using the Cree spiritual tools students will be encouraged to examine their feelings about an operation that they want to successfully manage in today's business environment.

Emotional

In this aspect the students will develop the ability to express their values while not compromising on operational/customer demands through effectively managing the quality & reliability of a product for the client base through effective operations management.

Additional Information:

Student conduct:

- a) Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- b) All cell phones, smartphones, and other electronic devices (e.g., pagers, iPods) must be turned off (or on vibrate) and hidden from view during class time.
- c) Students are responsible for what transpired if they miss a class. It is the student's responsibility to contact a classmate to determine what was missed.

- d) Talking and other disruptive behaviors are not permitted while classes are in session.
- e) Be polite and respectful towards others, instructor and other students.

Plagiarism: is a serious Academic offence. The consequence of such an offence is termination from the program.

Missed Assignments and research papers: Must be submitted prior to 01-August-2018

Academic approval by

A handwritten signature in black ink, appearing to read "CLouis", is written over a horizontal line.

Dr. Claudine Louis, President

Cultural content approved by

A handwritten signature in blue ink, appearing to read "Jerry Saddleback", is written over a horizontal line.

Elder Jerry Saddleback

Approvals must be obtained prior to start of classes and will be organized by the Dean of Academic Studies with a signed copy sent to the instructor.