



# Business Administration

Course Number:

Course Title:

Credits: 3

Calendar Description: This survey course provides an overview of the Human Resources Management area. It examines the integrated strategic, operational and functional HR processes and practices in an organization. It focuses on effective employee deployment and development; defining and designing work, human resources planning, recruitment and selection; training and development; managing performance, rewarding and recognizing employees, creating a healthy and safe environment, management rights, employee rights and discipline, labour relations and collective bargaining (*also offered by Distance Education*).

Semester and Year:

Prerequisite(s): BUAD 123

Corequisite(s): No

Prerequisite to: BUAD 246, 247, 248, 279, 308, 374, 375, 376, 410, 412

Final Exam: Yes

Hours per week: 3

Graduation Requirement: BBA - Required

Diploma, Human Resources Management and Management Options - Required

Substitutable Courses: No

Transfer Credit: CUIC, ICB, PMPC C3

Special Notes:

EDCO Approval: March 2014

Chair's Approval:

Human

## Human Resources Management

---

Rewarding and recognizing employees. Direct and indirect compensation strategies and plans

Unionization and collective bargaining processes

Rights and responsibilities of management and workers

Approaches to creating healthy and safe work environments

Preparation, Presentation and Participation (individual or group)	15%
Weekly Quiz (individual)	10%
Project and Presentation (individual or group)	20%
Midterm Exam*	20%
Final Exam*	35%
Total	100%

Oral and written communication is an integral and critical component of all assignments and exams in this course and as such, is an important criterion in the evaluation of all course work.

Exams may be context dependent multiple choice

Human

---

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

---

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties