



## Justice Institute of British Columbia COURSE OUTLINE

**Course Code:** ABLD205  
**Course Title:** Aboriginal Human Resource Management  
**Prerequisite Courses:** Aboriginal Leadership Certificate  
**Sponsoring Division:** Centre for Aboriginal Programs & Services  
**Previous Course Code & Title:** Same  
**Course Effective Date:**

<b># of Credits:</b>	3
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### Course Description:

This course is designed for Aboriginal leaders and managers who directly supervise staff. Special attention will be given to the laws and policies that regulate on-reserve and off-reserve employees and employers. This includes the Canada Labour Code, the Canada Human Rights Act and their administrative bodies. An emphasis on case studies of Aboriginal organizations will be used to present key concepts and issues. This course examines the critical elements of successful labour relations and effective human resource management in Aboriginal contexts. Numerous functions of the human resource manager will be explored, including recruitment, selection, compensation, performance and competency, training, employee rights and employment equity. The theory and practice of labour relations with its impact on unionization and collective bargaining will also form key components of this course. Learners will gain an exposure to basic elements of human resource management theory and human resource planning and its application relative to their work environments.

### Course Goal(s):

The goal of this course is provide the learners with the knowledge and skills to apply key human resource concepts. These include the recruiting, hiring, training and disciplining of employees within the legal and policy frameworks regulating Aboriginal human resource and labour relations activities.

### Course Learning Objectives:

*Upon successful completion of the course learners will be able to:*

- Explain the key components of the Canada Labour code and the Canada Human Rights Act
- Analyze best practices for recruitment, selection, compensation, performance and competency, training, employee rights and employment equity.
- Identify the critical issues and dynamics, such as nepotism which may effect hiring, accommodation, discipline and dismissal practices
- Identify relevant case studies that involve Aboriginal employers

- Describe the impact of employment equity and related legislation on effective human resources practices
- Summarize the legal responsibilities for hiring, accommodation, discipline, and dismissal
- Design a constructive dismissal plan
- Develop an employee performance and training plan
- Develop an employee hiring and screening process
- Explain the key components of the Canada Labour Code and Canada Human Rights Act and other related human resource legislation
- Examine the factors effecting diversity and the impact in the workplace
- Compare and Contrast union and non-union work environments
- Explain the requirements that contribute to positive labour management relations

**Course Topics/Content:****1. Introduction to Human Resource Management**

- A firm's Number 1 # resource
- The need for human resource planning

**2. Human Resource Law**

- Canada Labour Code
- Canada Human Rights Act
- Provincial Laws

**3. Text and Resource Assignment: Test on human resource laws****4. Obtaining Quality Employees**

- Recruiting
- Screening
- Interviewing
- Hiring
- Orientating
- Evaluating and Training Employees
- Monitoring Employees

**5. The Employee Performance Review**

- Developing a Training Plan
- Employee Discipline
- Discipline as a development tool
- The nature of progressive discipline
- Firing employees
- Just cause versus unjust cause

**6. Case Study: Wrongful dismissal in an Aboriginal organization**

**7. Labour Relations Acts. Policies and Regulations**

- Part II of the Canada Labour Code
- Collective Agreements
- Typical contract clauses
- Resolving Disputes
- Labour Relations Boards

**8. Final Exam: Closed book exam based on all materials covered in course**

**Resource Materials:**

**Required:**

Belcourt, M., et al. (2001) *Managing Human Resources*. Scarborough, ON: ITP Nelson.

**Recommended:**

Amia, S. (1999). *Aboriginal Law Handbook*. Scarborough, ON: Thomas Canada Limited.

**Course Level:**

	First Year	X	Second Year		Third Year		Fourth Year
	Other (describe):						

**Equivalent Course(s) within the JIBC:**

**Class Delivery Methods:**

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	42			
Simulation/Lab				
Practicum/Fieldwork				
Online				
Correspondence				
<b>Total Class Hours</b>	42			

**Comments on Delivery Methods:**

Face to Face

**Related Program(s):** (where applicable)

**Credit Transfer exists at:** (List Institutions with official transfer agreements and name equivalent courses)

**Course Grading System:**

*Check the system that applies to this course:*

X	Letter Grades		Percentage		Pass/Fail		Credit/No Credit
	Complete/Incomplete		Attendance Only		Not Applicable		

<b>Passing Grade:</b>	C
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*JIBC Standard Grading Scale for Letter, Grade Point and % Grades:*

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67
A	4.00	85-89	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

**Evaluation Activities and Weighing:** (complete the %'s which apply – total must equal 100%)

Final Exam	40%	Assignments	20%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	20%	Other	20%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

**Comments on Evaluation:**

In order to receive an evaluation or grade, learners must participate in class, and complete the written assignments and exams.

Students who are unsuccessful in any formal evaluations may apply to the Program Coordinator for one opportunity to re-write it. Students must arrange to re-write the exam within 10 days of the original exam.

**Other Course Guidelines, Procedures and Comments:**

Late assignments will not be accepted for marking without prior permission of the lead faculty member. A student who misses assignments, quizzes, projects or exams, may, at the discretion of the lead faculty, complete the work missed.



**View the Justice Institute of BC Policies listed below at:**

[JIBC | About JIBC | Policies](#)

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records