

Justice Institute of British Columbia
COURSE OUTLINE

Course Code:	FMGMT450
Course Title:	Introduction to Human Resources Management
Prerequisite Courses:	Contract only – permission from Coordinator
School:	Community and Social Justice
Division/Academy/Centre:	Centre for Leadership
Previous Course Code & Title:	
Course First Offered:	June 2011

# of Credits:	1
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Course Description:

This two-day contract only course provides an overview of Human Resources Management skills. Using a combination of practical, hands-on experience and contemporary theory, this course will explore a number of topics, through the lens of the Competency Model. Topics may include the following:: an introduction to the Integrated Systems Model of Competency-Based Human Resource Management; the development of competency-based job descriptions; behaviourally-based interviewing; and competency-based performance management, goal-setting, career planning and succession management.

Course Goal(s):

Upon successful completion of this course, the participant will be able to:

- Describe fundamental concepts of competency-based Human Resource Management
- Write competency-based job descriptions, and develop and maintain a competency-based recruitment & selection process
- Describe the essential elements of behaviourally-based interviewing in recruitment and selection using the competency model
- Develop and apply clear and effective behaviourally-based interview questions within this model

Learning Outcomes:

Upon successful completion of this course, the learner will be able to:

1. Understand and apply fundamental concepts, skills and tools of competency-based Human Resource Management.
2. Write competency-based job descriptions, and develop and maintain a competency-based recruitment & selection process.

3. Use the competency model to understand the essential elements of behaviourally-based interviewing in recruitment and selection, and develop and apply clear and effective behaviourally-based interview questions within this model.
4. Understand and apply key principles of effective and sustainable behaviourally-based communication techniques.
5. Understand principles of competency-based performance management

Course Topics/Content:

This course is offered on contract only and may include the following topics:

- Integrated Systems Model of Competency-Based Human Resource Management
- competency-based job descriptions
- Behaviourally-based interviewing;
- competency-based performance management
- Goal-setting, career planning and succession management.

Text and Resource Materials:

Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

Recommended:

Course Level:

	First Year		Second Year		Third Year		Fourth Year
	Graduate		Other (describe): Professional Path				

Equivalent Course(s) within the JIBC: None

Class Delivery Methods:

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	14			
Simulation/Lab				
Practicum/Fieldwork				
Online				
Correspondence				
Total Class Hours	14			

Comments on Delivery Methods:

This course is participatory in nature and includes a variety of small group discussions and exercises, role-plays, reflective activities and large group discussion/lecture.

Course Grading System:

Letter Grades	Percentage	Pass/Fail
Complete/Incomplete	Attendance Only	

Passing Grade:	Pass
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Evaluation Activities and Weighting:

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

Comments on Evaluation Activities and Weighting:

You must attend the full course to receive credit.

Other Course Guidelines, Procedures and Comments: None

View official versions of related JIBC academic regulations and student policies in the *JIBC Calendar* on the following pages of the JIBC website:

Academic Regulations:

<http://www.jibc.ca/programs-courses/jibc-calendar/academic-regulations>

- Student Academic Integrity Policy
- Academic Progression Policy
- Admissions Policy
- Academic Appeals Policy
- Evaluation Policy
- Grading Policy

Student Policies:

<http://www.jibc.ca/programs-courses/jibc-calendar/student-policies>

- Access Policy
- Harassment Policy – Students
- Student Records Policy
- Student Code of Conduct Policy

JIBC Core Competencies

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

Critical thinking

Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.

Communication, oral and written

Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.

Leadership

Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.

Independent learning

Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.

Problem solving

State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

Interpersonal relations

Know and manage oneself; recognize and acknowledge the needs and emotions of others including those with diverse backgrounds and capabilities.

Inter-professional teamwork

Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.

Information literacy

Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.