



BUSI 3102A: Introduction to Human Resource Management SUMMER 2025

Instructor	Vilma Coutino-Hill MSc., CHRP, CHRL
Email Address	vilmacoutinohill@cunet.carleton.ca
Class Times	Monday & Wednesday 6:05pm – 8:55pm
Modality	Presential Sessions (In Person)
Virtual Office Hours	Tuesday 8:00pm – 9:00pm; or by appointment

Pre-Requisites & Preclusions:

Prerequisites: Second year standing and one of BUSI 2101, BUSI 2121, BUSI 2702, or BUSI 3602 or PSYC 2801

This course is a prerequisite to:

- BUSI 4706 (with a grade of D- or higher)
- BUSI 4609 (with a grade of D- or higher)

Course Description/Instructor's Statement

Carleton Calendar Description (Find at <https://calendar.carleton.ca/undergrad/courses/BUSI/>)
Human Resource Management function in large formal organizations. Topics include human resources planning, recruitment, selection, performance evaluation, career development and training, compensation and benefits and the role of the professional personnel manager.

Course Learning Objectives:

1. Identify and understand the basic principles, concepts, and practices of HRM
2. Recognize the contribution of HRM to organizational effectiveness
3. Effectively utilize their knowledge and analytical skills in the application HRM through the successful resolution or quizzes, cases, a final project and a final exam
4. Apply through a final project their understanding of the complex role of HRM in meeting the demands of individuals, organizations, and society

Required/Optional Materials & Prices

Canadian Human Resource Management

- Schwind, Uggerslev, Wagar & Fassina; 13th edition; McGraw-Hill: Toronto; 2023
- Purchasing Options:
 - Rent Digital: **\$83.00**
 - Buy New Digital: **\$119.00**
 - Buy New Paperback: **\$160.00**
- ISBN: 9781260881431

Please purchase the textbook(s) from the campus bookstore in Nideyinàn (formerly the University Centre) or through the bookstore website: <https://carleton.ca/campus-services/the-bookstore/>.

Students are not required to purchase textbooks or other learning materials for this course.

Grading Scheme

Introduce Yourself	2%
Midterm Exam	20%
Group Cases or Exercise (8% x 4)	32%
Simulation Exercise	6%
Final Exam	30%
Attendance	10%
TOTAL	100%

Important Dates to Note

Group Case 1	Wednesday, May 7th
Group Case 2	Wednesday, May 14th
Midterm	Monday, May 26th
Group Case 3	Tuesday, June 4th
Group Case 4	Tuesday, June 11th
Simulation Exercise	Monday June 16th
Final Exam	TBD between June 20th & 26th

University Academic Calendar: <https://calendar.carleton.ca/academicyear/>

Policies & Accommodations

<https://students.carleton.ca/course-outline/>

<https://carleton.ca/pmc/current-students/academic-accommodations/>



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