



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2018

BA 2240 A3 - HUMAN RESOURCE MANAGEMENT – 3(3-0-0) 45 HOURS

INSTRUCTOR: Carly McLeod

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OFFICE HOURS: M/W 10:00-11:20 or by appointment.

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS: Steen, Sandra, et al., *Human Resource Management (Fourth Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2016.

CALENDAR DESCRIPTION:

This course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the legal aspects of HR, HR planning, job analysis and design, recruitment and selection, training and development, performance management, compensation and benefits, employee relations, and health and safety.

CREDIT/CONTACT HOURS: 3(3-0-0) 45 HOURS

DELIVERY MODE(S): A variety of teaching methods will be used. These will include lectures, videos, discussions, guest speakers, and small group exercises.

Given the large amount of material covered by the course, it is vital that you do the assigned reading before coming to class

COURSE OBJECTIVES:

The course introduces students to

- The functions of HR Management including Job Analysis and Design, HR Planning, Recruitment and Selection, Compensation, Performance Management, Labour Relations Training and Development, and Health and Safety.
- The legalities involved with employing and managing workers
- How HR management adds value to the operation of an organization
- The shared role for HR responsibilities between the HR department and line managers

LEARNING OUTCOMES:

By the end of the course, students should be able to

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design, etc.); apply common HR theories and principles to real life situations (e.g. suggest appropriate ways to recruit for specific positions, write job interview questions which accurately gauge candidate qualifications, etc.)
2. Identify and describe the key legal concepts and legislation that impact the human resource function (e.g. Common Law Employment contract, Human Rights Legislation, Employment Standards, Health and Safety Legislation, etc.); apply key HR legal concepts to real-life situations (e.g. identifying illegal interview questions, determining if illegal direct or indirect discrimination has occurred, etc.)
3. Identify and describe the key aspects of Alberta Employment Standards Legislation (e.g. minimum wage, overtime, vacation, Stat Holidays, parental leave, etc.); locate and retrieve up-to-date Employment Standards information; calculate basic Employment Standards entitlements (e.g. overtime pay, severance pay, etc.)
4. Identify and describe both the individual and shared roles of the HR Department, line management, and senior management in the administration of HR duties.
5. Provide specific examples of how applying common HR principles and theories (e.g. targeted selection, point factor job analysis, flexible benefits plans, etc.) can add value and improve the operation of an organization.
6. Make a well organized, interesting, and cogent class presentation about an assigned contemporary HR topic.

TRANSFERABILITY:

- [Athabasca University: ORGB 386 \(3\)](#)
- [Canadian University College: BUAD 250 \(3\)](#)
- [Concordia University College of Alberta: BUS 1xx \(3\)](#)
- [DeVry Institute of Technology - Calgary: MGMT 410 \(3\)](#)
- [King's University College, The: BUSI 344 \(3\)](#)
- [MacEwan University: HRMT 200 \(3\)](#)
- [SAIT Polytechnic: MNGT 335 \(3\)](#)
- [University of Alberta: SMO 311 \(3\) OR AUMGT 2xx \(3\)](#)
- [University of Calgary: Jr. Management \(3\)](#)
- [University of Lethbridge, The: MGT 3050 or POLI 3420 \(3\)](#)

In addition, BA 2240 may be used to transfer to a number of post-secondary institutions as part of a Business Administration Diploma block transfer agreement. See receiving institution for details.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Participation	5%	Paper/Presentation	20%
4 Quizzes (worth 5% each)	20%	Final	30%
Mid-Term	25%		

STUDENT RESPONSIBILITIES:

- Your attendance and participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed due to an absence.
- Missing five classes will result in your expulsion from the group for the final project and you will be required to complete the project on your own.

- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- **No rewrites will be given on missed quizzes and the Mid-term. If there is an excusable absence for missing the Mid-term, the weighting of the missed exam will be added onto the final exam weighting.**

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <http://www.gprc.ab.ca/about/administration/policies/>

**Note: all Academic and Administrative policies are available on the same page.

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C ⁻	1.7	60 – 62	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week		Chapter	Topic	Activity
1	Jan 4			
2	Jan 8 - 14	1	Human Resource Management	
3	Jan 15 - 21	2 Handouts	Legal Context of HR AB Employment Standards	Quiz #1

4	Jan 22 - 28	3	Job Analysis	
5	Jan 29 - Feb. 4	4	Recruitment	
6	Feb 5 -11	5	Selection	Quiz #2
7	Feb 11 - 18	1 - 5	Mid-Term	
Reading Week				
8	Feb. 26 – Mar. 4	6	Training	
9	Mar 5 -11	7	Performance Mgt	Quiz #3
10	Mar 12 - 18	8	Compensation	Quiz #4
11	Mar 19 – 25	9	Labour Relations	
12	Mar 26 – April 1	10 - 11	HR Globally High Performance Organizations	Quiz #5
13	April 2 – 8		HR Business Plan Presentations	
14	April 11	All	Review	