



**DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION  
COURSE OUTLINE – FALL 2020**

**BA2240 EC: Human Resource Management – 3 (3-0-0) 45 Hours for 15 Weeks**

**INSTRUCTOR:** Carly McLeod                      **PHONE:** 780-539-2946  
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**OFFICE HOURS:** T/Th 1:00 – 3:00 pm or by appointment

**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.

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:**

Steen, Sandra, et al., *Human Resource Management (Fifth Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2016.

**DELIVERY MODE(S):**

BA 2240 is an online course. Students will be expected to work through course material on the [myclass.gprc.ab.ca](http://myclass.gprc.ab.ca) course page.

**COURSE OBJECTIVES:**

- 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:

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. Write a well organized and cogent short essay and/or short essay answer about an assigned HR topic.

## TRANSFERABILITY:

- Athabasca University: ORGB 386 (3), HRMT 386 (3)
- Burman University: BUAD 250 (3)
- Concordia University of Edmonton: HRM 3xx (3)
- King's University, The: BUSI 344 (3)
- MacEwan University: HRMT 200 (3)
- University of Alberta: SMO 311 (3) OR AUMGT 2xx (3)
- University of Lethbridge, The: MGT 3050 (3)

Retrieved from <http://alis.alberta.ca/> on August 15, 2019

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.

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

\*\* 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:

Unit Quizzes	35%
Discussion Forum	25%
HR Business Plan	40%

## GRADING CRITERIA:

Grades will be assigned on a Letter Grading System using the following chart. Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

## COURSE SCHEDULE/TENTATIVE TIMELINE

Week(s)	Topic	Chapter	Activities
Week 1	Course Overview		
Week 2	Strategies, Trends, & Challenges in HR	Ch. 1	
Week 3	The Legal Context for HRM and Creating Safe and Healthy Workplaces	Ch. 2	Unit 1 Quiz
Week 4	AB Labour Standards		
Week 5	Analyzing Work and Designing Jobs	Ch. 3	
Week 6	Planning for and Recruiting Human Resources	Ch. 4	
Week 7	Selecting Employees	Ch. 5	Unit 2 Quiz
Week 8	Training, Learning, and Development	Ch. 6	
Week 9	Managing Employees' Performance	Ch. 7	
Week 10	Compensation & Rewards	Ch. 8	Unit 3 Quiz
Week 11	Collective Bargaining and Labour Relations	Ch. 9	Unit 4 Quiz
Week 12	Managing Human Resources Globally	Ch. 10	Unit 5 Quiz
Week 13	Creating & Sustaining High-Performance Organizations		
Week 14	HR Business Plan		

### **STUDENT RESPONSIBILITIES:**

- Your participation are important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed.
- 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.