



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2016

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

INSTRUCTOR: Bill Corcoran **PHONE:** 780 539 2735
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OFFICE HOURS: TR 15:00-16:00 or, better yet, make an appointment.

PREREQUISITE(S)/COREQUISITE: none

REQUIRED TEXT/RESOURCE MATERIALS:

Steen, Sandra, et al.,. *Human Resource Management (Third Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2013.

In addition, you'll need to download, print, and read a variety of supplementary handouts on the BA 2240 Moodle site. We will use the text quite extensively.

CALENDAR DESCRIPTION:

This course begins with an introduction to the Alberta Labour Standards Code and is followed by a discussion of issues related to employee discipline and dismissal. The course also contains an examination of human resource issues as they relate to harassment in the workplace, discrimination, human resource planning, job analysis and design, recruitment, selection, orientation, training and development, performance appraisal, and employee compensation. Time permitting, union organizing and collective bargaining are discussed.

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

DELIVERY MODE(S): Classroom

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:

- 10%* Test 1 (Jan 19)
- 10%* Test 2 (Feb 2)
- 10%* Test 3 (Feb 23)
- 10%* Test 4 (Mar 8)
- 10%* Test 5 (Apr 5)
- *Best 4 out of 5 will count towards for your final grade*
- 15% Employment Standards Test (Mar 22)
- 15% Topic Presentation (TBA)
- 30% Final Exam

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

STUDENT RESPONSIBILITIES: To get the most out of this class, you need to attend all classes and be engaged in the class activities. Turning off your mobile device, unless you need to look something up on the Internet related to the class content, is strongly recommended. If you are texting or updating your social media during class time, you are not being engaged in class activities. Furthermore, if your face is buried in your phone, this is distracting to the person at the front of the room, normally the instructor, but sometimes one of your colleagues making a class presentation.

Be polite, be professional, be an adult, and please shut off or minimize the use of your phone during class time.

Ok, end of rant ...

For the unit tests, your best four out of five count. If you are unable to attend one of the unit tests for any reason, consider that test your non-counted test.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

**Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Date	Text	Topic	Test/Due
1	7-Jan	Ch. 1	Introduction	
2	12,14-Jan	Ch.2 (p.35-47)	Legal	
3	19,21-Jan	Ch. 3	HR Planning	Quiz 1 (Jan. 19)
4	26,28-Jan	Ch.4	Recruitment	
5	2,4-Feb	Ch. 5	Selection	Quiz 2 (Feb.2)
6	9,11-Feb	Ch. 6	Orientation, Training, Development	
Reading Week – No classes				
7	23,25-Feb	Ch. 7	Performance Management	Quiz 3 (Feb. 23)
8	1,3-Mar	Ch. 8	Compensation and Benefits	
9	8,10-Mar	Online	AB Employment Standards	Quiz 4 (Mar. 8)
10	15,17-Mar	Online	AB Employment Standards	Business Conference (Mar.17)
11	22,24-Mar	Ch. 2(p. 47-54)	Health and Wellness	Employment Standards Quiz. (Mar. 22)
12	29,31-Mar	Ch. 9	Labor Relations	Presentations
13	5,7-Apr	Ch. 11	High Performance Systems	Quiz 5 (Apr. 5) Presentations
14	12-Apr		Final Exam Prep and Catch up	Presentations
Final	15-26-Apr			Final Exam (TBA – Apr 15-26)