

1990-91
B. Fletcher

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

BA 224 PERSONNEL ADMINISTRATION

TEXT: Canadian Personnel Management and Human Resources,
William B. Werther, Jr. and Keith Davis; McGraw-Hill
Ryerson Limited Publishing Co.; 1985.

Employment Standards Act - Office Consolidation,
Province of Alberta; Queen's Printers; Consolidated July
30, 1985.

PREREQUISITE: Nil

COURSE DESCRIPTION: From the perspective of the non-personnel
specialist, the following areas are addressed:
staffing, compensation, labour relations, safety
administration and employee relations.

COURSE OBJECTIVE: Successful managers and administrators of
contemporary public and private organizations
must be fully conversant with fundamental
principles, concepts and theories related to
finance, marketing, production and personnel
administration.

To be sure, the manager/administrator who does not
fully understand the dynamics of Personnel
Administration is exposing himself to a variety of
problems which may not only be extremely costly to
his firm, but can seriously impact the long term
viability of the organization.

Therefore, this course is intended to acquaint the
student with the modern practices of personnel
management as they apply to recruitment,
orientation, induction, wage and salary
administration, union/labour relations, health and
safety administration and benefits administration.
In addition, the course is intended to equip the
student with some of the skills useful in the daily
operation of a modern personnel office.

To help accomplish these objectives students will
be responsible for ensuring all readings and handout
materials are completed as assigned. In addition,

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a term paper and three reviews of current articles appearing in popular personnel administration periodicals are to be submitted.

Below is a list of journals and periodicals, many of which are available in the LRC, from which articles for the review may be taken. Please do not feel limited to these periodicals although care should be taken to avoid articles which lack in substance.

- * The Personnel Administrator
- * Personnel Journal
- * Compensation Review
- * Labour Law Journal
- * The Canadian Personnel & Industrial Relations Journal
- * Journal Of Management
- * Harvard Business Review

GRADING: Students will be expected to attend class on a regular basis. Any student having more than 6 inexcusable absences may not be permitted to write the final exam. In addition, unless unpreventably detained, students are expected to be in class on time.

All assignments must be submitted on time and in an acceptable format.

Assignments with an inordinate number of spelling errors, which display poor grammatical style, or which otherwise seem carelessly prepared will be returned ungraded.

Course credit will be determined on the following basis:

Mid term Exam	25%	
Final Exam	40%	
Term Assignment	15%	
Two Article Reviews	10%	(5% each)
Class Participation and Attendance	<u>10%</u>	
	100%	

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Conversion of percentages to the 9-point system
will be as follows:

90	-	100%	9	
80	-	89%	8	
73	-	79%	7	
66	-	72%	6	
57	-	65%	5	
50	-	56%	4	
45	-	49%	3	Failure
26	-	44%	2	
0	-	25%	1	

COURSE
CONTENT:

Part I - The Challenges of Personnel Management.

This section introduces the student to the purposes and objectives of Personnel and Human Resource Management. The need for and scope of PHRM (Personnel and Human Resource Management) is explained. Also included in this section is a discussion of issues related to discrimination. This portion of the course concludes with a discussion of "Quality Circles" and ways of improving the "Quality of Work Life".

Reading: Chapters 1 - 4 (Pages 2- 106)

Part II - Preparation and Selection

This section examines the need for, and some techniques useful in, human resource planning. Job analysis, recruitment, interviewing techniques, and selection are topics covered in this section.

Reading: Chapters 5 - 8 (Pages 108 - 200)
Handout: Interview Guide

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Part III - Development and Evaluation

This section of the course explores the processes related to training, staff development, career planning, and performance appraisal.

Reading: Chapter 9 - 12 (Pages 202 - 298)
Handout: Appraisal Form

Part IV - Compensation

This section explores, in depth, various aspects of wage and salary administration. Included in this section will be an examination of some basic systems used in the installation of wage policies. Pertinent questions relating to single rates and ranges are considered.

Discussions will also include methods and techniques useful in dealing with employee benefits, security, safety, and health.

Reading: Chapter 14 - 16 (Pages 326 - 398)

Part V - Alberta Labour Act

This section of the course examines various issues as they relate to the Alberta Labour Act.

Reading: Alberta Employment Standards Handout

In addition to the readings noted above, a variety of handouts and assignments will be circulated to students from time to time.