

Registrar  
B

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION  
COURSE OUTLINE

EA 224 PERSONNEL ADMINISTRATION

F. 1989-90

TEXTS: Canadian Personnel Management and Human Resources,  
William B. Werther, Jr., Keith Davis, Herman F.  
Schwind, Hari Das, and Frederick C. Miner, Jr.  
McGraw-Hill Ryerson Ltd., 2nd edition, 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, three reviews of current articles appearing in popular personnel administration/management 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	35%	
Term Assignment	15%	
Three Article Reviews	15%	(5% each)
Class Participation and Attendance	<u>10%</u>	
	100%	

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 short section introduces the student to the activities and challenges of the Personnel and Human Resource Centre. In this section the need for and scope of PHRM (Personnel and Human Resource Management) is explained.

Reading: Text: Chapter 1 - 4 (Pages 2 - 106)

Part II - Planning for Jobs and People

This section examines some of the techniques useful in human resource planning.

Job analysis, recruitment, interviewing, and selection techniques are discussed at length. Setting of objectives, implementing plans and dealing with roadblocks to HR planning are discussed.

Reading: Chapter 5 - 8 (Pages 108 - 199)

Part III - Development and Evaluation

This major section explores the process of employee development. Topics relating to employee orientation, induction, training, and performance appraisal are highlighted.

Reading: Chapters 9 - 12 (Pages 202 - 299)

Part IV - Compensation, Benefits, Safety and Health

This section reviews the major techniques used in the compensation management. Pricing of jobs, provision of benefits, and examining the field of health and safety are topics covered in this segment of the course.

Reading: Chapter 13 - 18 (Pages 302 - 444)

Part V - Maintaining Effective Industrial Relations

This major section of the course explores the areas of employee rights, unionization, and collective bargaining.

Reading: Chapter 19 - 21 (Pages 448 - 500)  
Employment Standards Act  
Labour Relations Code

In addition to the readings noted above, a variety of handouts, case studies and films/videos will be also used.