

GRANDE PRAIRIE REGIONAL COLLEGE  
BUSINESS ADMINISTRATION  
COURSE OUTLINE

F  
1983-84

BA 224 - PERSONNEL ADMINISTRATION

- TEXT:** Canadian Personnel Management and Human Resources,  
Werther, Davis et al, McGraw-Hill Ryerson Ltd., 1982
- PREREQUISITE:** Nil
- COURSE DESCRIPTION:** An appreciation of the personnel function as well as specific skills in such areas as staffing, labour relations, compensation, and safety administration form the majority of this course. Topics are approached from the non-personnel specialist viewpoint.
- COURSE OBJECTIVES:** Personnel Administration (or Human Resources Management) is a discipline in transition. It has arisen from its initial role of "welfare secretaries" and "get bodies and pay 'em" to the "cutting edge" of many progressive organizations' strategy.
- It has absorbed much of the social sciences teachings and yet remains very much an art despite a body of documented "shoulds and oughts."
- Yet, in this day of iron collar workers, just in time inventory control, information explosions and highly sophisticated optimization models, most managers say that their number one headache remains "people problems" (or "problem people"). But it is equally true that no decisions a manager makes can pay greater dividends than the "right person in the right job at the right bucks."
- The techniques and practices that can minimize the former and maximize the latter are the focus of this course

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### SPECIFIC OBJECTIVES:

1. To acquaint students with modern personnel practices and methods.
2. To equip students with usable skills in selected areas.
3. To foster an appreciation of the role of line managers in the personnel function.

### GRADING:

Hand In Cases	40%	(2 x 20)
Mid Term Exam	25%	
Final Exam	25%	
Class Contribution	<u>10%</u>	
	100%	

Each aspect will be debriefed at the appropriate time. Note, however, the importance of class contribution. "The meek shall inherit the earth," but they get zero on class contribution. Class contribution is defined as:

- response to questions
- questions initiated
- interaction with other students

Conversions to stanine from percentages are as follows:

90 - 100%	9
80 - 89%	8
72 - 79%	7
65 - 71%	6
57 - 64%	5
50 - 56%	4
45 - 49%	3
26 - 44%	2
0 - 25%	1

TESTS: Only those students who contact me before a scheduled test will be permitted to write a supplemental.

**ASSIGNMENTS:**

1. Barring legitimately exceptional circumstances, assignments are due by 3:00 p.m. on the due date (or in class for evening courses). Late assignments will be docked 10% per school day late. Please note that assignments are late as of 3:05 p.m.
2. Preferably assignments will be typed. However, so long as they are legible they will be accepted in handwritten form. Illegible papers will be returned unmarked.
3. At the College level, you are expected to submit assignments which are properly edited, free of spelling and grammatical errors. Assignments with excessive errors may be returned unmarked.
4. Students are encouraged to discuss cases among themselves. However, unless the case is specifically designated as a group paper, write-ups are to be done independently. Plagiarism will be treated in the harshest possible terms.

**PUNCTUALITY/ATTENDANCE:** Classes will start on time and reviews of material already covered will not be provided for late students. While students are expected to attend class regularly attendance will not be taken. Failure to attend regularly will impact the class contribution portion of the final grade and will influence my willingness to provide remedial assistance. In other words, don't ask me for help if I haven't seen you in class for six weeks (barring legitimate reasons, of course).

**FINALLY:** The onus is on the student to seek help if required. I shall presume satisfactory progress and comprehension unless I hear to the contrary. There is no shame whatsoever in seeking assistance, and I shall happily provide it but YOU must initiate the process. Please do so early as it is rather difficult to help in a significant way the day before the exam.

My office hours are only a guide to my availability. Please feel free to wander in as you see fit.

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COURSE CONTENT:

<u>TOPIC</u>	<u>APPROX. TIME</u>	<u>READINGS</u>
Introduction - Terms, Roles	1 week	Ch. 1, 2
* Staffing - Job Analysis, Recruitment, Selection "Dehiring"	3 weeks	Ch. 5, 7, 8, 3
Safety Admin - Definitions, W.C.B., Control	1 week	Ch. 16
* Compensation - Job Evaluation, Equity, Systems, Benefits Administration	3 weeks	Ch. 14, 15
** Labour Relations - Certification, Contract Negotiation and Administration	3.5 weeks	Ch. 19, 20, 21,
Employee Relations - Performance Appraisal - Coaching	1.5 weeks	Ch. 12
* Topic for hand in case		
** will include either:		
i) Mock Negotiations		
ii) Grievance/Corrective action role plays.		