

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

W. 88-89

BA 224 PERSONNEL ADMINISTRATION

TEXT: Personnel and Human Resource Management in Canada,
Shimon L. Dolan and Randall S. Schuler; West
Publishing Co.; 1987.

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, 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	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 - Overview of Personnel and Human Resource
Management in Canada.

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

Reading: Chapter 1 - Personnel and Human
Resource Management.
Pgs. 2-33.

Part II - Planning for Jobs and People

This section examines the need for and some techniques useful in human resource planning. Setting of objectives, implementing plans and dealing with roadblocks to HR planning are discussed.

Reading: Chapter 2 - Human Resource Planning.
Pgs. 39-67
Chapter 3 - Job Design and Job
Analysis.
Pgs. 74-111

Discussion: Case - "Somebody's Got To Go."
Pg. 67

Part III - Staffing

This major section explores the process of staffing. Discussion includes techniques of interviewing, various selection techniques and principles are examined including the use of tests and panels. This section will also review various approaches to successful orientation and induction.

- Reading: Chapter 4 - Recruitment and Employment Equity.
Pgs. 119-147
Chapter 5 - Selection, Placement and Employment Equity.
Pgs. 153-188
Chapter 6 - Selection and Placement Decisions and Employment Equity.
Pgs. 194-224

Part IV - Appraising

This section reviews the major techniques used in the appraisal of employee performance. Discussions will also include methods and techniques useful in dealing with performance appraisal conflicts.

- Reading: Chapter 7 - Performance Appraisal I: Gathering the Data
Pgs. 229-262
Chapter 8 - Performance Appraisal II: Utilizing the Data
Pgs. 265-286

Part V - Compensating

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.

- Reading: Chapter 9 - Total Compensation
Pgs. 290-320
Chapter 10 - Performance Based Pay and Administration
Pgs. 323-347
Chapter 11 - Benefits Pay and Administration
Pgs. 350-368

Part VI - Enhancing Human Potential

This short section examines the issues related to training and the development of employee potential. Also discussed is the concept of QWL (Quality of Work Life) and it's impact on organizational performance.

Reading: Chapter 12 - Training and Development
Pgs. 372-407
Chapter 13 - Quality of Work Life and
Productivity
Pgs. 411-436

Part VII - Maintaining Effective Industrial Relations

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

Reading: Chapter 14 - Occupational Health and
Safety
Pgs. 441-467
Chapter 15 - Employee Rights
Pgs. 471-490
Chapter 16 - Unionization
Pgs. 493-520
Chapter 17 - Collective Bargaining
Pgs. 523-555

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