

GRANDE PRAIRIE REGIONAL COLLEGE  
 Department of Business Administration  
 Course Outline

B. Fletcher

BA 2240 - Human Resource Management

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**TEXT:** Canadian Human Resource Management, Herman F. Schwind, Hari Das, and Terry H. Wager; McGraw-Hill Ryerson Limited Publishing Co.; Sixth Edition, 2002.

Employment Standards Code Worksheets

Employment Standards Code Office Consolidation, Province of Alberta; Queen's Printers; Consolidated May 31, 2001. (Reference only)

**PREREQUISITE:** Nil

**COURSE DESCRIPTION:** From the perspective of the non-personnel specialist, the following areas are addressed: Alberta Government Employment Standards Code, Job Analysis and Design, Human Resource Planning, Recruitment, Selection, Orientation and Training, Performance Evaluation, and Compensation Management. Time permitting Employee Protection, and Labour Relations will also be discussed.

**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 Human Resource Management/Personnel Administration.

To be sure, the manager/administrator who does not fully comprehend the dynamics of "Human Resource Management" is exposing himself to a variety of problems which may not only be extremely costly to his firm, but can seriously jeopardize the long term viability of the organization which employs her/him.

Accordingly, this course is intended to acquaint the student with the modern practices of human resource/personnel management. As time permits, the course will explore personnel issues as they apply to recruitment, orientation, induction, evaluation, wage and salary administration, union/labour relations, health and safety administration and benefits administration.

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 two reviews of current articles appearing in popular personnel administration periodicals are to be submitted.

Below is a list of journals and periodicals, some of which are available in the College library, 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 that lack in substance.

- \* Annual Editions - Human Resources (1992 to 2002)
- \* 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	10%
	<u>100%</u>

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

90 - 100%	9	
80 - 89%	8	
72 - 79%	7	
66 - 71%	6	
57 - 65%	5	
50 - 56%	4	
45 - 49%	3	Failure
26 - 44%	2	
0 - 25%	1	

### Classroom decorum

In the past students have brought beverages and light snacks into the classroom during the lecture period. Unfortunately, this practice has gotten out of hand, and in some cases, the classroom has almost resembled a cafeteria. Students have complained that those eating lunches and various snacks cause a distraction. As a result, students are asked to restrict themselves to bringing beverages in cups only to class.

Students have also found that classmates leaving and returning to class during the lecture period cause a disruption. As lectures are only eighty minutes in length, unless it is an emergency, students are asked to remain in class for the whole period.

### COURSE CONTENT:

The following is a tentative outline of the course. The material covered will be dictated by the time available. Please note, also, the order of material discussed may be altered.

#### Part I - Alberta Employment Standards Code - "Employment Standards Code" workbook.

This section of the course examines various issues as they relate to the Alberta Employment Standards Code.

Reading: "Employment Standards Code" Workbook

#### Part II - The Challenges of Human Resource Management.

This section introduces the student to the purposes and objectives of Human Resource Management. The need for and scope of HRM (Human Resource Management) is explained. Job Analysis and design and issues related to Human Resource Planning are also included in this section.

Reading: Chapters 1 - 3 (Pages 3 - 150)

#### Part III - Attracting Human Resources

This section begins with an examination of Human Rights issues and the Legal Rights of employees/employers. Topics related to Recruitment, Interviewing techniques, and Selection are also discussed in this section.

Reading: Chapters 4 - 6 (Pages 153 - 271)  
Handout: Interview Guide

Part IV - Placing, Developing, Evaluating, Human Resources

This section of the course explores the processes related to Training and Staff Development. Useful elements of a Performance Appraisal system are also considered. Included in this section will be an examination of some basic systems used in the installation of wage policies. Pertinent questions relating to Employee Benefits and Income Security are considered.

Reading: Chapter 7, 9, 10 and 11 (Pages 279 - 466)

Handout: Appraisal Forms

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

Part VI - Employee Relations and The Quality of Work Life

Time permitting; this section of the course will examine the union/management relationship.

Reading: Chapter 13 - 17 (Pages 499 - 536)

