



## DEPARTMENT OF Business

### COURSE OUTLINE – WINTER 2011

#### BA 2240 Human Resource Management

**INSTRUCTOR:** Carly McLeod      **PHONE:** 780-512-6517 cell  
**OFFICE:** Off Campus      **E-MAIL:** cmcleod@gprc.ab.ca

#### OFFICE

**HOURS:** By appointment only

#### PREREQUISITE(S)/COREQUISITE:

None

#### REQUIRED TEXT/RESOURCE MATERIALS:

Schwind, Hermann, et al., *Canadian Human Resource Management – A Strategic Approach*  
(Ed. 9). Toronto: McGraw Hill/Ryerson. 2010

In addition, supplementary learning materials will be posted on the BA 2240 Moodle Site.

#### CALENDAR DESCRIPTION:

The course provides an overview of the human resource function in contemporary business. Specifically, the topics covered include: the Legal Aspects of HR, HR Planning, Job Analysis and Design, Recruitment and Selection, Training and Development, Performance Appraisal, Compensation and Benefits, Employee Relations, and Health and Safety.

A brief introduction to the Alberta Employment Standards Code is also included through the Government of Alberta Employment & Immigration website:

<http://employment.alberta.ca/employmentstandards/learning/legislation/index.html>

#### CREDIT/CONTACT HOURS:

This is a three credit course with 3 lecture hours per week. Students are expected to attend all classes.

## **DELIVERY MODE(S):**

A variety of teaching methods will be used. These will include lectures, videos, discussions, guest speakers, and small group exercises.

Given the large amount of material covered by the course, it is vital that you do the assigned reading before coming to class

## **OBJECTIVES:**

1. To become conversant with fundamental principles, concepts and theories related to Human Resource Management.
2. To become acquainted with and understand the Alberta Employment Standards Code
3. To gain an understanding of the issues facing the profession today including, but not limited to, recruitment, orientation, evaluation, compensation and benefits, health and safety administration and union/labour relations.
4. To gain an appreciation of how a human resource department can add value in today's organization.

## **TRANSFERABILITY:**

AU - ORGB 386; U of L – MGMT 3050 or POLI 3420; U of C and U of A – Junior Option. For other institutions, consult the current *Alberta Transfer Guide* or receiving institution

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## **GRADING CRITERIA:**

Participation	5%
4 Quizzes (worth 5% each)	20%
Mid-Term	25%
Presentation	20%
Final	30%

## **EXAMINATIONS:**

A cumulative final exam worth 30% of your final grade will be scheduled by the Registrar during the final exam period.

As you will have 3 hours to complete this exam, the questioning format will be more in depth than on the Quizzes. Expect a number of case studies, medium and long answer questions, and essay style questions.

## STUDENT RESPONSIBILITIES:

Regular attendance is critical to success in BA 2240. Should a student be unable to attend a class, it is the student's responsibility to acquire the material missed and to complete the assigned readings, in-class work, and assigned homework.

If a student is unable to attend an in-class test, the instructor must be advised **before** the test is administered. The test will usually then be written in the testing centre in A205. Failure to notify the instructor of an absence will result in a grade of 0.

## STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Date	Chapter	Topic	Activity
1	Jan 6	1	Introduction to HR	
2	Jan 11 & 13	2	Job Analysis	
3	Jan 18 & 20	3	HR Planning	Quiz #1 Open Jan 20 -24
4	Jan 25 & 27	4, 5	Legal / Recruitment	Quiz #2 Open Jan 27-31
5	Feb 1 & 3	6	Selection	
6	Feb 8 & 10	7	Training	
7	Feb 15 & 17	8	Performance Mgt	Mid-Term Feb 17th
	Feb 22 & 24	Reading Week		
8	March 1 & 2	9	Compensation Mgt	
9	March 8 & 10	10	Benefits	Quiz #3 Open March 10-14
10	March 15 & 17	Handout	AB Employment Standards	Student Presentations Quiz #4 Open March 17-21
11	March 22 & 24	11	Employee Relations	
12	March 29 & 31	14	Union	
13	April 5 & 7	13	Health / Safety	
14	April 12	Review	All	

Grades will be assigned on the Letter Grading System.

**Business Administration and Commerce Department**

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>95 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</b>	<b>90 - 94</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>85 – 89</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>80 – 84</b>	
<b>B</b>	<b>3</b>	<b>76 – 79</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>72 – 75</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 71</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>