



## DEPARTMENT OF BUSINESS

### COURSE OUTLINE – WINTER 2015

#### BA 2240 ONLINE - HUMAN RESOURCE MANAGEMENT – 3(3-0-0) 45 HOURS

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As this is an online course, the best way to get a hold of me is through e-mail. I check my e-mail frequently, normally a few times a day during the week. If you haven't received a response from me

**OFFICE HOURS:** within 48 hours, try re-sending.

**PREREQUISITE(S)/COREQUISITE:** none

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Steen, Sandra, et al.,. *Human Resource Management (Third Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2013.

In addition, you'll need to download, print, and read a variety of supplementary handouts on the BA 2240 Moodle site. We will use the text quite extensively.

**CALENDAR DESCRIPTION:** This course begins with an introduction to the Alberta Employment Standards Code and is followed by a discussion of issues related to employee discipline and dismissal. The course also includes an examination of human resource issues as they relate to harassment in the workplace, discrimination, human resource planning, job analysis and design, recruitment, selection, orientation, training and development, performance appraisal and employee compensation. Time permitting, union organizing and collective bargaining are discussed.

**CREDIT/CONTACT HOURS:** 3(3-0-0) 45 HOURS

**DELIVERY MODE:** Online

## **OBJECTIVES:**

By the end of the course, students should be able to

1. Identify and describe the common HR functions (e.g. recruitment, selection, job analysis and design, etc.); apply common HR theories and principles to real life situations (e.g. suggest appropriate ways to recruit for specific positions, write job interview questions which accurately gauge candidate qualifications, etc.)
2. Identify and describe the key legal concepts and legislation that impact the human resource function (e.g. Common Law Employment contract, Human Rights Legislation, Employment Standards, Health and Safety Legislation, etc.); apply key HR legal concepts to real-life situations (e.g. identifying illegal interview questions, determining if illegal direct or indirect discrimination has occurred, etc.)
3. Identify and describe the key aspects of Alberta Employment Standards Legislation (e.g. minimum wage, overtime, vacation, Stat Holidays, parental leave, etc.); locate and retrieve up-to-date Employment Standards information; calculate basic Employment Standards entitlements (e.g. overtime pay, severance pay, etc.)
4. Identify and describe both the individual and shared roles of the HR Department, line management, and senior management in the administration of HR duties.
5. Provide specific examples of how applying common HR principles and theories (e.g. targeted selection, point factor job analysis, flexible benefits plans, etc.) can add value and improve the operation of an organization.
6. Write a well-organized and cogent short essay and/or short essay answer about an assigned HR topic.

**TRANSFERABILITY:** This course transfers to a number of universities (UA, UC, UL, AU, CUC, KUC) as either an introductory human resource management course or as unspecified credit. Check with the receiving institution for specifics.

**\*\* 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:**

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

**EVALUATIONS:**

- 30% Unit quizzes (Unit 1-4 and 6)- five quizzes @ 7.5% (best 4 to count)
- 10% Unit 5 quiz - Alberta Employment Standards
- 15% Selection Plus Assignment
- 15% Job Evaluation Assignment
- 30% Final Exam

**STUDENT RESPONSIBILITIES:** To get the most out of this course, you need to keep *moving consistently* through the material. The course schedule lists due dates for each unit. There's nothing preventing you from working ahead of these due dates, but, at a minimum, you need to complete each unit by the date specified.

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Policy on Student Misconduct: Plagiarism and Cheating at

[https://www.gprc.ab.ca/files/forms\\_documents/Student\\_Misconduct.pdf](https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf)

\*\*Note: all Academic and Administrative policies are available at

<https://www.gprc.ab.ca/about/administration/policies/>

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Module	Text	Topic	Test/Due
1	Introduction		Familiarize yourself with the course	Introduce yourself in the discussion forum (Jan. 12)
2	1	Ch. 1	Introduction	
3	1	Ch.2 (p.35-47)	Legal	
4	2	Ch. 3	HR Planning	Unit 1 Quiz (Feb. 1)
5	2	Ch.4	Recruitment	
6	3	Ch. 5	Selection	Unit 2 Quiz (Feb. 15)
7	3	Ch. 6	Orientation, Training, Development	Selection Plus Assignment (Feb. 22)
8	4	Ch. 7	Performance Management	Unit 3 Quiz (Mar. 1)
9	4	Ch. 8	Compensation and Benefits	
10	4			Unit 4 Quiz (Mar. 15)
11	5	Online	AB Employment Standards	Job Evaluation Assignment (Mar. 22)
12	5	Online		
13	6	Ch. 9	Labor Relations	Employment Standards Quiz (Apr. 5)
14	6	Ch. 11	High Performance Systems	
15	6	Ch. 2(p. 47-54)	Health and Wellness	Unit 6 Quiz (Apr. 19)
16				Final Exam (on or before Apr. 29)