



Credits: 3

Hours: 45 hours (3-0-0)

Description: This course begins with an introduction to the Alberta Labour Standards Code and is followed by a discussion of issues related to employee discipline and dismissal. The course also contains 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

Pre-requisite: None

Transferability:

- Athabasca University: ORGB 386 (3)
- Burman University: BUAD 250 (3)
- Concordia University of Edmonton: BUS 1xx (3)
- King's University, The: BUSI 344 (3)
- MacEwan University: HRMT 200 (3)
- University of Alberta: SMO 311 (3) OR AUMGT 2xx (3)
- University of Calgary: Jr. Management (3)
- University of Lethbridge, The: MGT 3050 or POLI 3420 (3)

Retrieved from <http://alis.alberta.ca/> on December 13, 2016

In addition, BA 2240 may be used to transfer to a number of post-secondary institutions as part of a Business Administration Diploma block transfer agreement. See receiving institution for details.

**** 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**

Instructor: Bill Corcoran

Contact: Room E 308 – 780-539-2735 – bcorcoran@gprc.ab.ca

Office Hours: 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 within 48 hours, try re-sending.

Course Objectives:

The course introduces students to

- The functions of HR Management including Job Analysis and Design, HR Planning, Recruitment and Selection, Compensation, Performance Management, Labour Relations Training and Development, and Health and Safety.
- The legalities involved with employing and managing workers
- How HR management adds value to the operation of an organization
- The shared role for HR responsibilities between the HR department and line managers

Course Outcomes:

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.

Text: Steen, Sandra, et al.,. *Human Resource Management (Fourth Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2016.

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

Text Usage: We'll use the Steen text quite extensively – you will need access to this text. You can purchase the book through the GPRC Bookstore or order it online.

Grading: 25% Unit quizzes (Unit 1-4 and 6)- five quizzes @ 5
10% Unit 5 quiz - Alberta Employment Standards
20% Selection Plus Assignment
10% Job Evaluation Assignment
35% Final Exam



Statement on Plagiarism and Cheating:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies

Final Grade: This course will use the standard GPRC grading scheme

| | | | |
|-----------|------------|---------------|-----------------------------|
| A+ | 4.0 | 90-100 | Excellent |
| A | 4.0 | 85-89 | |
| A- | 3.7 | 80-84 | First Class Standing |
| B+ | 3.3 | 76-79 | |
| B | 3.0 | 73-75 | Good |
| B- | 2.7 | 70-72 | |
| C+ | 2.3 | 67-69 | Satisfactory |
| C | 2.0 | 64-66 | |
| C- | 1.7 | 60-63 | |
| D+ | 1.3 | 55-59 | Minimal Pass |
| D | 1.0 | 50-54 | |
| F | 0.0 | 0-49 | Fail |



Course Schedule:

| Week | Module | Text | Topic | Test/Due |
|-------------|---------------|-----------------|--------------------------------------|-------------------------------------|
| 1 | Introduction | | Familiarize yourself with the course | |
| 2 | 1 | Ch. 1 | Introduction | |
| 3 | 1 | Ch.2 (p.48-64) | Legal | |
| 4 | 2 | Ch. 3 | Job Analysis | Unit 1 Quiz (Jan. 29) |
| 5 | 2 | Ch.4 | HR Planning/Recruitment | |
| 6 | 3 | Ch. 5 | Selection | Unit 2 Quiz (Feb. 12) |
| 7 | 3 | Ch. 6 | Orientation, Training, Development | Selection Plus Assignment (Feb. 19) |
| 8 | 4 | Ch. 7 | Performance Management | Unit 3 Quiz (Feb. 26) |
| 9 | 4 | Ch. 8 | Compensation and Benefits | |
| 10 | 4 | | | Unit 4 Quiz (Mar. 12) |
| 11 | 5 | Online | AB Employment Standards | Job Evaluation Assignment (Mar. 19) |
| 12 | 5 | Online | | |
| 13 | 6 | Ch. 9 | Labour Relations | Employment Standards Quiz (Apr. 2) |
| 14 | 6 | Ch. 11 | High Performance Systems | |
| 15 | 6 | Ch. 2(p. 64-76) | Health and Wellness | Unit 6 Quiz (Apr. 16) |
| 16 | | | | Final Exam (on or before Apr. 27) |

Bill Corcoran, January 2017