

GRANDE PRAIRIE REGIONAL COLLEGE
BUSINESS ADMINISTRATION
COURSE OUTLINE

DA 2240 HUMAN RESOURCE MANAGEMENT 3(3-0) WINTER 1994

INSTRUCTOR: Bill Corcoran

LOCATION: A.V.C. - McLennan

OFFICE HOURS: By appointment, before or after class.

TELEPHONE: 539-2735

TEXTS: Werther, William, et al. Canadian Human Resource Management. 2nd ed. Toronto: McGraw-Hill, 1990.

Government of Alberta. Employment Standards Act.
Edmonton: Queen's Printer, 1990.

PREREQUISITE: none

COURSE DESCRIPTION: From the perspective of the non-personnel specialist, the following areas are addressed: Staffing, Development and Evaluation, Compensation and Protection, and Employee and Labour Relations.

COURSE OBJECTIVES: The primary objective of BA 2240 is to foster an appreciation of the importance of the Human Resource Management (HRM) in the effective operation of any organization. Upon completion of this course, students will be able to do the following:

1. Identify the important internal and external environmental issues that affect the HRM function.
2. Describe the processes involved in the recruitment function: from job analysis to orientation.
3. Understand the key areas of training and development, performance appraisal, compensation and benefits, health and safety, and labour relations.
4. Understand an employer's key responsibilities and rights under the Employment Standards Act.

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GRADING: The following components will determine your final grade:

Quizzes (3 @ 15%)	45%
Assignment	10%
Article Review and Presentation	10%
Final Exam	35%

Conversion from percentages to stanines is as follows:

90 - 100%	9
80 - 89	8
72 - 79	7
65 - 71	6
57 - 64	5
50 - 56	4
45 - 49	3
26 - 44	2
0 - 25	1

ASSIGNMENTS: Eighty percent of your course grade will be composed of tests and quizzes. The three in-class quizzes will be administered throughout the term. You will be allowed 45 minutes to complete each quiz. The quizzes will cover three to four weeks of course material. The three-hour final exam will be cumulative.

An assignment will account for 10 percent of your grade. The assignment will involve interviewing an employer about a human resource practice or issue concerning his or her organization. Based on the interview, you will then write a 2 to 3 page report.

The Article Review and Presentation will be composed of two parts. First, you will find a suitable HR-related article in a HR or business magazine and write a 1.5 to 2 page summary. Second, you will present your article review to the class in a five-minute oral presentation.

All written assignments must be typed, properly formatted, and free of grammatical errors. Assignments are due at the start of the class on the due date.

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KEY DATES: Please note the following dates:

January 25	Quiz #1
February 8	Assignment due
February 15	Quiz #2
March/April T.B.A.	Article Reviews
March 22	Quiz #3
April T.B.A.	Final Exam

ATTENDANCE: Because your participation is important to the success of the course, you are expected to attend **ALL** classes. If you are unable to attend, please let me know, preferably ahead of time. You are responsible for obtaining any notes or handouts you may have missed due to an absence.

WINTER 1994 (McLennan)

BA 2240 HUMAN RESOURCE MANAGEMENT WINTER 1994 (continued)

<u>Week</u>	<u>Dates</u>	<u>Topic</u>	<u>Reading</u>
1	Jan. 4	Introductions Role of H.R.M.	Ch. 1
2	Jan. 11	H.R.M. Environment Discrimination	Ch. 2 Ch. 3
3	Jan. 18	Job Analysis Job Design	Ch. 5
4	Jan. 25	Quiz #1 Recruitment Selection	Ch. 6 Ch. 7
5	Feb. 1	Selection	
6	Feb. 8	Assignment due Orientation Training and Development	Ch. 8 Ch. 9
7	Feb. 15	Quiz #2 Performance Appraisal	Ch. 11
-	Feb. 22	READING WEEK	
8	Mar. 1	Article Reviews #1 and #2 Compensation	Ch. 12
9	Mar. 8	Article Reviews #3 and #4 Job Evaluation Benefits	Ch. 13
10	Mar. 15	Article Reviews #5 and #6 Benefits Health and Safety	Ch. 14
11	Mar. 22	Quiz #3 Health and Safety	
12	Mar. 29	Article Reviews #7 and #8 Employment Legislation Labour Relations	E.S. Act Ch. 18
13	Apr. 5	Article Reviews #9 and #10 Labour Relations	Ch. 19
14	Apr. 12	Article Reviews #11 and #12 Review	

NOTE: Ch = Chapter in Canadian Human Resource Management
E.S. Act = Employment Standards Act