



Grande Prairie Regional College – Department of Business
Course Outline

BA 2240 Human Resource Management
Winter 2012

- Credits:** 3
- Hours:** 45 hours (3-0-0)
- 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.
- Pre-requisite:** None
- 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.
- Instructor:** Bill Corcoran
- Contact:** Room C 412 – 780-539-2735 – bcorcoran@gprc.ab.ca
- Office Hours:** MW 2:30 to 4 p.m. or by appointment. Appointment is usually better since I'm very prone to wandering.
- Text:** Schwind, Hermann, et al., *Canadian Human Resource Management – A Strategic Approach* (Ed. 9). Toronto: McGraw Hill/Ryerson, 2010.

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 Schwind text quite extensively – you will need access to a text. If you can find an earlier version of the Schwind text (or even a similar Canadian introductory HR Management text), you should be able to get by.
- Grading:** 17.5%* Test 1 (Jan 24)
17.5%* Test 2 (Feb 9)
17.5%* Test 3 (Mar 8)
17.5%* Test 4 (Mar 29)
**Best 3 out of 4 will count towards for your final grade*

12.5% Topic Presentation
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



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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	Date	Chapter	Topic	Test/Due
1	5-Jan-12	1	Introduction/Strategic Human Resources	
2	10,12-Jan-12	1,3	Strategic HR/HR Planning	
3	17,19-Jan-12	4,2	Legal/Job Analysis and Design	
4	24,26-Jan-12	2	Job Analysis and Design	Test 1 – Jan 24
5	31 Jan, 2-Feb-12	5,6	Recruitment/Selection	
6	7,9-Feb-12	6	Selection	Test 2- Feb 9
7	14,16-Feb-12	7,8	Training/Performance Appraisal	
	Reading Week			
8	28 Feb, 1 Mar-12	8,9	Performance Appraisal/Compensation	
9	6,8-Mar-12	9	Compensation	Test 3 – Mar 8
10	13,15-Mar-12	10, 11	Benefits/Employee Relations	
11	20,22-Mar-12	11, Website	Employee Relations/ Alberta Employment Standards Code	
12	27,29-Mar 12	Website	Alberta Employment Standards Code	Test 4 – Mar 29
13	03,05-Apr-12	14	Union Management Framework	
14	10,12– Apr-12	13 and review	Health and Safety	
Final Exam	16-27 April-12	All		Final – T.B.A.

Bill Corcoran, January 2012