



Grande Prairie Regional College – Department of Business – Course Outline
BA 2240 Human Resource Management
Winter 2013

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: Steen, Sandra, et al.,. *Human Resource Management* (Second Canadian Ed.). Toronto: McGraw Hill/Ryerson, 2009.

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

Grading: 17.5%* Test 1 (Jan 29)

17.5%* Test 2 (Feb 14)

17.5%* Test 3 (Mar 12)

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	8,10-Jan-13	Ch. 1	Strategies, Trends, Challenges	
2	15,17-Jan-13	Ch. 2	Legal	
3	22,24-Jan-13	Ch. 4	Job Analysis and Design	
4	29,31-Jan-13	Ch.5	HR Planning and Recruitment	Test 1 (Jan. 29)
5	5,7-Feb-13	Ch. 6	Selection	
6	12,14-Feb-13	Ch. 7	Training	Test 2 (Feb. 14)
	Reading Week			
7	26,28-Feb-13	Ch. 8	Performance Mgmt	
8	5,7-Mar-13	Ch.9	Compensation and Benefits	
10	12.14-Mar-13	Ch.3	Health and Safety	Test 3 (Mar. 12)
11	19,21-Mar-13		Health and Safety and Business Conference	
12	26,28-Mar-13	Online	Employment Standards	
13	2,4-Apr-13	Ch. 10	Labour Relations	
14	9,11-Apr-13	Ch. 12	High Performance Organizations	Test 4 (Apr 9)
15	16-Apr-13		Review and Final Exam Prep	
Final Exam	18-29 April-13			Final – T.B.A.

Bill Corcoran, January 2013