



**DEPARTMENT OF BUSINESS**

**COURSE OUTLINE – WINTER 2015**

**BA 2240 A3 - HUMAN RESOURCE MANAGEMENT – 3(3-0-0) 45 HOURS**

**INSTRUCTOR:** Bill Corcoran

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**OFFICE HOURS:** TR 15:00-16:00 or, better yet, make an appointment.

**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(S):** Classroom

## **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. Make a well organized, interesting, and cogent about an assigned contemporary 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:**

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

**EVALUATIONS:**

- 10%\* Test 1 (Jan 20)
- 10%\* Test 2 (Feb 3)
- 10%\* Test 3 (Feb 26)
- 10%\* Test 4 (Mar 10)
- 10%\* Test 5 (Mar 24)
- \*Best 4 out of 5 will count towards for your final grade*
- 15% Employment Standards Test (Apr 2)
- 15% Topic Presentation (TBA)
- 30% Final Exam

**STUDENT RESPONSIBILITIES:** To get the most out of this class, you need to attend all classes and be engaged in the class activities. Turning off your mobile device, unless you need to look something up on the Internet related to the class content, is strongly recommended. If you are texting or updating your social media during class time, you are not being engaged in class activities. Furthermore, if your face is buried in your phone, this is distracting to the person at the front of the room, normally the instructor, but sometimes one of your colleagues making a class presentation.

**Be polite, be professional, be an adult, and please shut off or minimize the use of your phone during class time.**

Ok, end of rant ...

For the unit tests, your best four out of five count. If you are unable to attend one of the unit tests for any reason, consider that test your non-counted test.

**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	Date	Text	Topic	Test/Due
1	6,8-Jan	Ch. 1	Introduction	
2	13,15-Jan	Ch.2 (p.35-47)	Legal	
3	20,22-Jan	Ch. 3	HR Planning	Quiz 1 (Jan. 20)
4	27,29-Jan	Ch.4	Recruitment	
5	3,5-Feb	Ch. 5	Selection	Quiz 2 (Feb.3)
6	10,12-Feb	Ch. 6	Orientation, Training, Development	
Reading Week – No classes				
7	24,26-Feb	Ch. 7	Performance Management	Quiz 3 (Feb. 26)
8	3,5-Mar	Ch. 8	Compensation and Benefits	
9	10,12-Mar	Ch. 9	Labor Relations	Quiz 4 (Mar. 10)
10	17,19-Mar	Ch. 2(p. 47-54)	Health and Wellness	Presentations
11	24,26-Mar	Online	AB Employment Standards	Quiz 5 (Mar. 24)
12	31-Mar	Online	AB Employment Standards	Employment Standards Quiz

	2-Apr			Apr. 2) Presentations
13	7,9-Apr	Ch. 11	High Performance Systems	Presentations
14	14-Apr		Final Exam Prep and Catch up	Presentations
Final	18-29-Apr			Final Exam (TBA – Apr 18-29)