

GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF BUSINESS ADMINISTRATION  
COURSE OUTLINE

BA 2240 - HUMAN RESOURCE MANAGEMENT

TEXT: Canadian Human Resource Management, William B. Werther, Keith Davis et al; McGraw-Hill Ryerson Limited Publishing Co.; Third Edition, 1990.

Employment Standards Act - Office Consolidation, Province of Alberta; Queen's Printers; Consolidated July 30, 1985.

PREREQUISITE: Nil

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

COURSE OBJECTIVE: Successful managers and administrators of contemporary public and private organizations must be fully conversant with fundamental principles, concepts and theories related to finance, marketing, production and Human Resource Management/Personnel Administration.

To be sure, the manager/administrator who does not fully comprehend the dynamics of "Human Resource Management" is exposing himself to a variety of problems which may not only be extremely costly to his firm, but can seriously jeopardize the long term viability of the organization which employs her/him.

Accordingly, this course is intended to acquaint the student with the modern practices of human resource/personnel management. Time permitting, the course will explore personnel issues as they apply to recruitment, orientation, induction, evaluation, wage and salary administration, union/labour relations, health and safety administration and benefits administration.

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BA 224 - PERSONNEL ADMINISTRATION  
COURSE OUTLINE

To help accomplish these objectives students will be responsible for ensuring all readings and handout materials are completed as assigned.

In addition, a term paper and two reviews of current articles appearing in popular personnel administration periodicals are to be submitted.

Below is a list of journals and periodicals, many of which are available in the LRC, from which articles for the review may be taken. Please do not feel limited to these periodicals although care should be taken to avoid articles which lack in substance.

- \* The Personnel Administrator
- \* Personnel Journal
- \* Compensation Review
- \* Labour Law Journal
- \* The Canadian Personnel & Industrial Relations Journal
- \* Journal Of Management
- \* Harvard Business Review

**GRADING:** Students will be expected to attend class on a regular basis. Any student having more than 6 inexcusable absences may not be permitted to write the final exam. In addition, unless unpreventably detained, students are expected to be in class on time.

All assignments must be submitted on time and in an acceptable format.

Assignments with an inordinate number of spelling errors, which display poor grammatical style, or which otherwise seem carelessly prepared will be returned ungraded.

Course credit will be determined on the following basis:

Mid term Exam	25%	
Final Exam	40%	
Term Assignment	15%	
Two Article Reviews	10%	(5% each)
Class Participation and Attendance	<u>10%</u>	
	100%	

Conversion of percentages to the 9-point system  
will be as follows:

90	-	100%	9	
80	-	89%	8	
73	-	79%	7	
66	-	72%	6	
57	-	65%	5	
50	-	56%	4	
45	-	49%	3	Failure
26	-	44%	2	
0	-	25%	1	

COURSE CONTENT:

Part I - The Challenges of Human Resource Management.

This section introduces the student to the purposes and objectives of Personnel and Human Resource Management. The need for and scope of PHRM (Personnel and Human Resource Management) is explained. Also included in this section is a discussion of issues related to discrimination. This portion of the course concludes with a discussion of "Quality Circles" and ways of improving the "Quality of Work Life".

Reading: Chapters 1 - 3 (Pages 3 - 103)

Part II - Preparation and Selection

This section examines the need for, and some techniques useful in, human resource planning. Job analysis, recruitment, interviewing techniques, and selection are topics covered in this section.

Reading: Chapters 4 - 7 (Pages 105 - 248)

Handout: Interview Guide

Part III - Development and Evaluation

This section of the course explores the processes related to training, staff development, career planning, and performance appraisal.

Reading: Chapter 8 - 12 (Pages 251 - 364)  
Handout: Appraisal Form

Part IV - Compensation and Protection

This section explores, in depth, various aspects of wage and salary administration. Included in this section will be an examination of some basic systems used in the installation of wage policies. Pertinent questions relating to single rates and ranges are considered.

Discussions will also include methods and techniques useful in dealing with employee benefits, security, safety, and health.

Reading: Chapter 12 - 14 (Pages 368 - 469)

Part V - Alberta Labour Act

This section of the course examines various issues as they relate to the Alberta Labour Act.

Reading: Alberta Employment Standards Handout

In addition to the readings noted above, a variety of handouts and assignments will be circulated to students from time to time.

Part VI - Employee Relations and The Quality of Work Life

Time permitting, this section of the course will examine the union/management relationship.

Reading: Chapter 17 - 19 (Pages 532 - 597)