



Grande Prairie Regional College

School of Health, Wellness & Career Studies

Department of Business

COURSE OUTLINE - Winter 2014

BA 2240 – HUMAN RESOURCE MANAGEMENT

3(3-0-0)

Instructor Carly McLeod

Phone 780-539-2946

Office C307

E-mail cmcleod@gprc.ab.ca

Office Tues & Thurs:

Hours 1-2:20pm

*Or by Appointment

Required Text/Resource Materials

Steen, Noe, et al. *HRM: Human Resource Management 3rd Ed.* Toronto: McGraw Hill/Ryerson.
2013

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.

A brief introduction to the Alberta Employment Standards Code is also included through the Government of Alberta Employment & Immigration website and handouts.

Credit/Contact Hours:

This is a three credit course with 3 lecture hours per week. Students are expected to attend all classes.

Delivery Mode(s):

A variety of teaching methods will be used. These will include lectures, videos, discussions, guest speakers, and small group exercises. Given the large amount of material covered by the course, it is vital that you do the assigned reading before coming to class

Objectives:

1. To become conversant with fundamental principles, concepts and theories related to Human Resource Management.
2. To become acquainted with and understand the Alberta Employment Standards Code
3. To gain an understanding of the issues facing the profession today including, but not limited to, recruitment, orientation, evaluation, compensation and benefits, health and safety administration and union/labour relations.
4. To gain an appreciation of how a human resource department can add value in today's organization.

Grading Criteria:

5 Quizzes (worth 4% each) 20%

Mid-Term 25%

HR Business Plan 25%

Final 30%

Examinations:

A number of quizzes will take place during class times and a final exam will be scheduled in April.

Statement on Plagiarism:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

Grades will be assigned on the Letter Grading System.

Business Administration and Commerce Department**Grading Conversion Chart**

| Alpha Grade | 4-point Equivalent | Percentage Guidelines | Designation |
|----------------|--------------------|-----------------------|----------------------|
| A ⁺ | 4 | 90 – 100 | EXCELLENT |
| A | 4 | 85 – 89 | |
| A ⁻ | 3.7 | 80 – 84 | FIRST CLASS STANDING |
| B ⁺ | 3.3 | 76 – 79 | |
| B | 3 | 73 – 75 | GOOD |
| B ⁻ | 2.7 | 70 – 72 | |
| C ⁺ | 2.3 | 67 – 69 | SATISFACTORY |
| C | 2 | 64 – 66 | |
| C ⁻ | 1.7 | 60 – 63 | |
| D ⁺ | 1.3 | 55 – 59 | MINIMAL PASS |
| D | 1 | 50 – 54 | |
| F | 0 | 0 – 49 | FAIL |

Course Schedule/Timeline:

| Week | Chapter | Topic | Activity |
|--------------|---------------|--|----------|
| 1 | 1 | Human Resource Management | |
| 2 | 2 Handouts | Legal Context of HR AB Employment Standards | Quiz #1 |
| 3 | 3 | Job Analysis | |
| 4 | 4 | Recruitment | |
| 5 | 5 | Selection | Quiz #2 |
| 6 | 1 - 5 | Mid-Term | |
| Reading Week | | | |
| 7 | 6 | Training | |
| 8 | 7 | Performance Mgt | Quiz #3 |
| 9 | 8 | Compensation | Quiz #4 |
| 10 | 9 | Labour Relations | |
| 11 | 10 - 11 | HR Globally High Performance Organizations | Quiz #5 |
| 12 | | HR Business Plan Presentations | |
| 13 | All | Review | |

*Dates are subject to change.