



Grande Prairie Regional College

School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – WINTER 2007

BA 2240 3(3-0-0) UT – Human Resource Management

Instructor Carolyn Vasileiou

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Office 9:00 – 10:30 am Tuesday &

Hours Thursday or by appointment

Prerequisite(s)/corequisite(s):

Nil

Required Text/Resource Materials:

Schwind, H. et al. (2005). *Canadian Human Resource Management*. Canada: McGraw-Hill Ryerson Limited.

Description:

This course includes an introduction to the Alberta Employment Standards Code and 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 will be discussed.

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):

The course work includes a combination of lectures, class discussions, group work, in-class exercises, videos and case studies. Where appropriate and when available, guest speakers will be used.

Objectives:

- To become conversant with fundamental principles, concepts and theories related to Human Resource Management and Personnel Administration.
- To become acquainted with and understand the Alberta Employment Standards Code.
- To gain an understanding, as time permits, of how personnel issues apply to recruitment, orientation, induction, evaluation, wage and salary administration, union/labour relations, health and safety administration, and benefits administration.

Transferability:

UC, UL, AU, CU, CUC, KUC, AUC. Please check with the receiving institution to obtain confirmation.

Grading Criteria:

Class Participation and Attendance	10%
Group Project	20%
3 Quizzes (2 worth 10% & 1 worth 15%)	35%
Final Exam	35%

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	95 – 100	EXCELLENT
A	4	90 – 94	
A-	3.7	85– 89	FIRST CLASS STANDING
B+	3.3	80 – 84	
B	3	76 – 79	GOOD
B-	2.7	72 – 75	
C+	2.3	68 – 71	SATISFACTORY
C	2	64 – 67	
C-	1.7	60 – 63	
D+	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Course Policies:

- All assignments must be word-processed or type written.
- Assignments are due on the dates set by the instructor. If you feel you have a valid reason for an extension, please request the extension *PRIOR* to the due date. Unauthorized late assignments will have a 10% per day late penalty applied.
- **All assignments must be completed to receive a grade for this course.** If you fail to complete an assignment, you will be assigned a grade of Incomplete.
- Regular attendance is critical for success in BA 2240. Attendance will be taken at every class. Attendance includes arriving to class on time and being prepared by having assigned homework and readings complete.

- In the event that you miss a class, it is your responsibility to acquire the material missed and to complete assigned readings, in-class work and assigned homework.
- Should you not hand in an assignment in class when due, the following procedures should be followed:
 1. Advise me that your assignment has not been completed.
 2. After making yourself a copy, deliver the assignment to the Cashier's office and ask for it to be put in my mailbox. Please ask the cashier to stamp the date on the assignment. Do not slide it under my door.
 3. Confirm that I have received the assignment.
- If you must miss a quiz, please advise me before the quiz is administered. (A message on my voicemail is fine.) You will then be given the opportunity to write the quiz at a later time. An unexcused absence from a quiz will result in a grade of 0. Please know that missing a quiz is considered an alarming situation. Only the most urgent and extreme reasons are considered acceptable.

Course Schedule/Timeline:

The following is a tentative outline of the course. The material covered will be dictated by the time available. Please note, also, the order of material discussed may be altered.

Part I – The Challenges of Human Resource Management

This section introduces the student to the purposes and objectives of Human Resource Management (HRM). The need for and scope of HRM is explained, as well as job analysis, job design, and issues related to Human Resource planning.

Reading: Chapters 1 – 3

Part II – Alberta Employment Standards Code

This section of the course examines various issues as they relate to the Alberta Employment Standards Code.

Reading: "Employment Standards Code" Workbook

Part III – Attracting Human Resources

This section begins with an examination of human rights issues and the legal rights of employees/employers. Topics related to recruitment, interviewing techniques, and selection will be discussed.

Reading: Chapters 4 – 6

Part IV – Placing, Developing, Evaluating, Human Resources

This section deals with the processes related to training and staff development. Useful elements of performance appraisals will be discussed, in addition to an examination of basic systems used in determining wage policies. Pertinent questions related to employee benefits and income security will be considered.

Reading: Chapters 7 – 10

Part V – Employee Relations and the Quality of Work Life

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

Reading: Chapters 11 & 14

Examinations:

Final examinations will be scheduled by the Registrar during the period April 14, 2007 to April 24, 2007. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

Statement on Plagiarism:

The instructor reserves the right to use electronic plagiarism detection services.