



**Grande Prairie Regional College**  
**School of Business**  
**Department of Business**

**Course Outline**

**BA 2240 A3 (3-0-0) UT 45 Hours**  
**Human Resource Management**  
**Winter 2008**

**Instructor:** Ken Riley Phone: 539-2017  
Office: C307 E-mail: [kriley@gprc.ab.ca](mailto:kriley@gprc.ab.ca)  
Office hours: Mon. 11:00am – 12:30pm  
Wed. 10 – 11:30am  
or by appointment

**Time and Place:** Tuesday & Thursday: 11:30am – 12:50 PM A211

**Prerequisites:** None

**Transfers To:** UA, UC, UL, AU, CU, CUC, KUC. Please check with the receiving institution to obtain confirmation.

**Credit/Contact Hours:** 3

**Delivery Mode:** Lecture

**Course 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.

**Course Objectives:**

- To become conversant with fundamental principles, concepts and theories related to Human Resource Management.
- To become acquainted with and understand the Alberta Employment Standards Code.

- 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 possibly union/labour relations.
- To gain an appreciation of how a human resource department can add value in today's organization.
- The following topics will be covered:
  - The legal environment
  - Job analysis, recruitment and selection
  - Orientation, motivation, training and development
  - Compensation and benefits
  - Health, safety, employee and labour relations

The learning objectives for the course are:

- To understand and apply the major concepts of human resource management
- To gain an appreciation of the critical issues facing the profession today
- To gain an appreciation of how a human resource department can add value in today's organization.

### **Course Materials:**

Schwind, H. et al. *Canadian Human Resource Management. 8<sup>th</sup> Ed.* McGraw – Hill Ryerson Limited. (2007).

### **Evaluation:**

The grading system employed in this course will be:

Cases & Current Issues Project	30%
Class Participation	10%
Midterm Examination	25%
Final Exam	35%

#### *Cases & Current Issues Project:*

2 cases will be assigned and can be completed with another person. (15%)

In addition, working with another person, you will research a topic of your choice (list of possible topics attached) and submit about a 3 page paper to the instructor. You will make a brief presentation (5-10 min.) to the class on your findings. What I'm looking for you to discover are current or emerging issues in human resource management, what businesses are doing to address them and specifically, what role does the HR department have in helping to solve the issue. (15%)

Because of the importance of the proper use of English in business generally and in professional situations specifically, papers will be graded accordingly. Marks on the assignment will be given for content, quality of research and analysis conducted, originality of views presented and for written presentation. Written presentation includes, but not limited to, concise writing, appropriate use of point

form, appropriate use of formatting/headings. Marks also will be deducted for poor grammar, incorrect spelling, poor sentence construction etc. if it detracts from the quality of the paper.

Assignments/cases will be due in class on the date indicated by the instructor. Late papers will be accepted for two days at a penalty of 10% per day. After two days, late papers will not be accepted. If students submit their work electronically, it is their responsibility to ensure the instructor has received their work. The instructor will reply as soon as possible to indicate receipt of the paper. In any event, students are advised to keep a copy of their original message in order to prove timely submission. Otherwise late penalties will apply.

*Class Participation:*

Each student is expected to come to class having read the material and completed any assignments. Marks will be based on the contribution made to the class by the student; note that both quantity and quality of the contribution will be assessed.

*Midterm Examination:*

A midterm examination is scheduled for the week of February 11<sup>th</sup>.

*Final Exam:*

A final examination will be held with time and place to be announced. Final examinations will be scheduled by the Registrar during the period April 14, 2008 to April 24, 2008. **DO NOT PLAN ANY ACTIVITIES DURING THIS PERIOD.**

**Course Policies:**

- All assignments must be word-processed.
- Regular attendance is expected for BA 2240.
- 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 a copy for you, 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.

A grading conversion chart follows:

**Grading Conversion Chart**

<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4</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>76 – 79</b>	
<b>B</b>	<b>3</b>	<b>73 – 75</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</b>	<b>64 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 63</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1</b>	<b>50 – 54</b>	
<b>F</b>	<b>0</b>	<b>0 – 49</b>	<b>FAIL</b>

**Plagiarism:**

Plagiarism will not be tolerated and, as such, any submitted work may be investigated for this possibility. Please ensure you read and understand the College's policy on plagiarism as published in the 2007/2008 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

## **COURSE TIMELINES:**

**Week of:**

<b>January 1:</b>	Introduction
<b>January 7:</b>	Ch 1
<b>January 14:</b>	Ch 2
<b>January 21:</b>	Ch 3
<b>January 28:</b>	Ch 4 including Alberta Employment Standards Guide <b>Case #1 Due</b>
<b>February 4:</b>	Ch 5
<b>February 11:</b>	Ch 6 <b>Mid-Term Exam</b>
<b>February 18:</b>	<b>Family Day/Reading Week</b>
<b>February 25:</b>	Ch 7
<b>March 3:</b>	Ch 8
<b>March 10:</b>	Ch 9 <b>Current Issues Project Due</b>
<b>March 17:</b>	Ch 10
<b>March 24:</b>	Ch 11 <b>Case #2 Due</b>
<b>March 31:</b>	Ch 12
<b>April 7:</b>	Ch 13 & Review

**Note: Dates are approximate and may vary slightly.**

## POTENTIAL TOPICS:

Some potential topics include but are not limited to:

- Executive pay
- Minimum wage
- Affirmative action in the workplace
- Designing effective selection techniques
- Going smokeless in the workplace
- Empowerment: Is it possible in today's competitive environment?
- Drug and alcohol abuse in the workplace
- Designing and implementing a "diverse" workplace
- Sexual harassment
- AIDS and the workplace
- Facilitating the female workforce
- Ergonomics – workplace design and employers' responsibility
- Working out of the home – the wave of the future?
- Relevance of unions
- Use of incentive pay systems
- Effectiveness of 360 degree performance systems
- Alberta's labour relations policies: are they appropriate for the current times?
- The coming bulge of retirements and its impact on Canadian business
- Outsourcing – boon or bane?
- HR as a value-creating part of the organization
- Flexible benefits
- Progressive discipline
- Behaviour based interviewing
- Parental leave
- On-line training
- Mandatory retirement