



Credits: 3

Hours: 45 hours (3-0-0)

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 contains 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.

Pre-requisite: None

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.

Instructor: Bill Corcoran

Contact: Room E 308 – 780-539-2735 – bcorcoran@gprc.ab.ca

Office Hours: As this is an online course, the best way to get a hold of me is through e-mail. I check my e-mail frequently, normally a few times a day during the week. If you haven't received a response from me within 48 hours, try re-sending.

Course Objective:

In this course, students will gain an understanding of the key areas of Human Resources (e.g. Legal Compliance, Compensation, Selection, Performance Management, etc.) and how contemporary HR techniques and practices can lead to more effective business decisions. In addition, students will explore the Employment Standards Act and learn and apply some of the key concepts from this important piece of legislation.

Course Outcomes:

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. Write a well organized and cogent short essay and/or short essay answer about an assigned HR topic.

Text: 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.

Text Usage: We'll use the Steen text quite extensively – you will need access to this text. You can purchase the book through the GPRC Bookstore or order it online.

Grading: 25% Unit quizzes (Unit 1-4 and 6)- five quizzes @ 5
10% Unit 5 quiz - Alberta Employment Standards
20% Selection Plus Assignment
10% Job Evaluation Assignment
35% Final Exam



Statement on Plagiarism and Cheating:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at www.gprc.ab.ca/about/administration/policies

Final Grade: This course will use the standard GPRC grading scheme

A+	4.0	90-100	Excellent
A	4.0	85-89	
A-	3.7	80-84	First Class Standing
B+	3.3	76-79	
B	3.0	73-75	Good
B-	2.7	70-72	
C+	2.3	67-69	Satisfactory
C	2.0	64-66	
C-	1.7	60-63	
D+	1.3	55-59	Minimal Pass
D	1.0	50-54	
F	0.0	0-49	Fail



Course Schedule:

Week	Module	Text	Topic	Test/Due
1	Introduction		Familiarize yourself with the course	Introduce yourself in the discussion forum (Sept. 6)
2	1	Ch. 1	Introduction	
3	1	Ch.2 (p.35-47)	Legal	
4	2	Ch. 3	HR Planning	Unit 1 Quiz (Sept. 27)
5	2	Ch.4	Recruitment	
6	3	Ch. 5	Selection	Unit 2 Quiz (Oct. 11)
7	3	Ch. 6	Orientation, Training, Development	Selection Plus Assignment (Oct. 18)
8	4	Ch. 7	Performance Management	Unit 3 Quiz (Oct. 25)
9	4	Ch. 8	Compensation and Benefits	
10	4			Unit 4 Quiz (Nov. 8)
11	5	Online	AB Employment Standards	Job Evaluation Assignment (Nov. 15)
12	5	Online		
13	6	Ch. 9	Labour Relations	Employment Standards Quiz (Nov. 29)
14	6	Ch. 11	High Performance Systems	
15	6	Ch. 2(p. 47-54)	Health and Wellness	Unit 6 Quiz (Dec. 13)
16				Final Exam (on or before Dec. 19)

Bill Corcoran, September 2015