



**DEPARTMENT OF BUSINESS & OFFICE ADMINISTRATION**

**COURSE OUTLINE –SPRING/SUMMER 2021**

**BA2240 EC: Human Resource Management – 3 (3-0-0) 45 Hours for 8 Weeks**

**INSTRUCTOR:** Mandy Ingraham                      **PHONE:** n/a  
**OFFICE:** n/a    **E-MAIL:** AIngraham@gprc.ab.ca  
**OFFICE HOURS:** Please send an email and I will respond with 48 business hours

\*Please send all email correspondence from your GPRC student email account, include all details relevant to your query in your email (e.g. assignment / page numbers), and practice your business writing skills (i.e. clear subject line, professional greeting, correct spelling and grammar check); it is more courteous and makes it easier for me to assist you.

**SPRING/SUMMER 2021 DELIVERY:** Self Study - Distance Delivery

**CALENDAR DESCRIPTION:**

This 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 management, compensation and benefits, employee relations, and health and safety.

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:**

Steen, Sandra, et al., *Human Resource Management (Fifth Canadian Ed.)*. Toronto: McGraw Hill/Ryerson, 2016. We will use this text extensively. Connect is not required.

In addition, you may need to download, print, and read a variety of supplementary handouts on the BA 2240 Moodle site (access through [www.gprc.ab.ca](http://www.gprc.ab.ca)). You will also need a reliable internet access for course material access and for testing.

**DELIVERY MODE(S):**

BA 2240 is a paced online self-study course. You will work through the course in the order presented, completing the assigned readings, tests, and assignments. You can participate in discussion forums to offer and receive support from other students. You can also connect with the instructor on informal Zoom sessions as scheduled by the instructor (e.g. on feedback exercise). The overall schedule may be adjusted, if necessary.

Technological support is available through [helpdesk@gprc.ab.ca](mailto:helpdesk@gprc.ab.ca)

## COURSE OBJECTIVES:

- The functions of HR Management including Job Analysis and Design, HR Planning, Recruitment and Selection, Compensation, Performance Management, Labour Relations Training and Development, and Health and Safety.
- The legalities involved with employing and managing workers
- How HR management adds value to the operation of an organization
- The shared role for HR responsibilities between the HR department and line managers

## LEARNING OUTCOMES:

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.

## TRANSFERABILITY:

**\*Warning:** Although we strive to make the transferability information in this document up-to-date and accurate, **the student has the final responsibility for ensuring the transferability of this course to Alberta Colleges and Universities.** Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at Alberta Transfer Guide main page <http://www.transferalberta.ca> or, if you do not want to navigate through few links, at <http://alis.alberta.ca/ps/tsp/ta/tbi/onlineSearch.html?SearchMode=S&step=2>

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

**EVALUATIONS:**

Unit Quizzes	35%
Discussion Forum	25%
HR Business Plan	40%

**GRADING CRITERIA:**

Grades will be assigned on a Letter Grading System using the following chart. Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Spring Term: May 3 – June 25, 2021. This is a compressed, 8-week spring session course. You will need to cover two textbook chapters per week. Please plan your study time accordingly.

Week(s)	Topic	Chapter	Activities
Week 1	Course Overview		
	Strategies, Trends, & Challenges in HR	Ch. 1	
Week 2	The Legal Context for HRM and Creating Safe and Healthy Workplaces	Ch. 2	Unit 1 Quiz
	AB Labour Standards		
Week 3	Analyzing Work and Designing Jobs	Ch. 3	
Week 4	Planning for and Recruiting Human Resources	Ch. 4	

	Selecting Employees	Ch. 5	Unit 2 Quiz
Week 5	Training, Learning, and Development	Ch. 6	
	Managing Employees' Performance	Ch. 7	Unit 3 Quiz
Week 6	Compensation & Rewards	Ch. 8	Unit 4 Quiz
Week 7	Collective Bargaining and Labour Relations	Ch. 9	
	Managing Human Resources Globally	Ch. 10	
	Creating & Sustaining High-Performance Organizations		Unit 5 Quiz
Week 8	HR Business Plan		

**STUDENT RESPONSIBILITIES:**

- Your participation is important to the success of this course. As well, you are responsible for obtaining any notes or handouts you may have missed.
- Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe that you have a legitimate reason for handing in an assignment or other deliverable, please contact the instructor beforehand.
- **No rewrites will be given on missed quizzes.**

**STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

\*\*Note: all Academic and Administrative policies are available on the same page.