

Human Resource Management

BA 2240(3-0) 3 Credits

Basic Course Information

Instructor

Bill Corcoran
C-412 780-539-2735 bcorcoran@gprc.ab.ca

Office Hours

TR 10:00- 11:20 p.m. or by appointment. Making an appointment is usually better; I'm very prone to wandering

Transferability

AU – ORGB 386; U of L – MGMT 3050 or POLI 3420; U of C and U of A – Junior Option. For other institutions, consult the current *Alberta Transfer Guide* or receiving institution.

Text/Course Materials

Schwind, Hermann, et al., *Canadian Human Resource Management – A Strategic Approach* (Ed. 8). Toronto: McGraw Hill/Ryerson, 2007.

In addition, supplementary learning materials will be posted on the BA 2240 MS Blackboard site.

Grading Scheme

Test #1	10%
Test #2	15%
Test #3	15%
Test #4	15%
Short Term Paper	15%
Final Exam	30%

Taking a Strategic Approach to managing Human Resources



Course 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.

Tips for Succeeding in this Course

1. **Read** the textbook. Let me repeat that: **READ THE TEXTBOOK**. Moreover, read actively by taking notes in the margin, highlighting key terms and marking up the pages.
2. **Start** the term paper early. You can't do your best work if you leave the research, writing, and editing to the night before it is due.
3. **Attend** all classes; this is not a distance education course. Ongoing and active class participation is essential for getting the most out of this course. **Make attendance a priority**.
4. **Review** and **learn** from the mistakes you make on the tests. The final exam is cumulative.

The Gory Details

In-Class Activities

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

Tests

To encourage you to keep up with the course material and to monitor your understanding of key course concepts, a series of four short tests will be administered throughout the course.

These tests will be designed to be completed in half a class (i.e. about 40 minutes.) A variety of questioning formats will be used: multi-choice, reverse definitions, short answer, short case study, etc.

Course 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.

Short Term Paper

The short term paper will allow you to examine a current HR topic in more depth. Select a topic that interests you. Examples of suitable topics include: Flexible Benefit Programs; CEO Compensation; Outsourcing and Offshoring; Mandatory Retirement; Targeted Selection; 360 Degree Performance Appraisals; and many, many others

The paper should be about 4 to 5 single-spaced pages. You'll need to properly research your topic – shoot for a minimum of six different **credible** sources (i.e. Wikipedia is not a credible source.) Either MLA or APA style citation is acceptable. Spelling, structure, and English grammar will be graded.

Please get your paper topic approved by me by March 1 at the latest.

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 *2008/2009 Calendar*. If you have questions about whether or not you might be violating this policy, please discuss this with me before you submit your paper.

Final Exam

A cumulative final exam worth 30% of your final grade will be scheduled by the Registrar during the final exam period.

As you will have 3 hours to complete this exam, the questioning format will be more in depth than on the Tests. Expect a number of case studies, medium and long answer questions, and essay style questions.

Attendance and Participation

To get the most out of this course, regular attendance and participation in class activities is required. This is not a distance education course. Failure to attend on a regular basis and actively participate in classes, could result in up to a 10 percent reduction in your final grade.

As adult students with other responsibilities, you may encounter situations which prevent you from attending a scheduled class. **If you must miss a class, please inform me, preferably before your absence.** (Call my office, 780-539-2735, or e-mail me, bcorcoran@gprc.ab.ca). Upon your return, make arrangements with another student in the class to get any notes that you may have missed

CLASS SCHEDULE BA 2240 A3 Winter 2009

Week	Date	Chapter	Topic	Test/Due
1	6,8-Jan-09	1	Introduction/Strategic Human Resources	
2	13,15-Jan-09	3,4	HR Planning/Legal	
3	20,22-Jan-09	4,2	Legal/Job Analysis and Design	Test 1 – Jan 22
4	27,29-Jan-09	2	Job Analysis and Design	
5	3,5-Feb-09	5,6	Recruitment/Selection	
6	10,12-Feb-09	6	Selection	Test 2- Feb 12
	Reading Week		NO CLASSES	
7	24,26-Feb-09	7,8	Training/Performance Appraisal	
8	3,5-Mar-09	8,9	Performance Appraisal/Compensation	
9	10,12-Mar-09	9	Compensation	Test 3 – Mar 12
10	17,19-Mar-09	10, 11	Benefits/Employee Relations	
11	24,26-Mar-09	Website	Alberta Employment Standards Code	
12	31-Mar 02-Apr-09	11	Employee Relations	Test 4 – Apr 02
13	07,09-Apr-09	14	Union Management Framework	Short Term Paper – Apr 9
14	14 – Apr-09	13 and review	Health and Safety	
Final Exam	16-27 April-09	All		Final – T.B.A. Scheduled by the Registrar

Bill Corcoran, Instructor
Grande Prairie Regional College
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