

Human Resource Management

Grande Prairie Regional College – Business Department

BA 2240(3-0) 3 Credits

Winter 2010 Semester

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%
Topic Presentation	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.

Topic Presentation

In teams of two, you will be responsible for making a 5 minute presentation to the class (with a 3 minute question period) on a human resource topic of your choice. Details about the assignment will be forthcoming, but the task will involve research and a short written presentation in addition to making a presentation with Power Point.

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 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

Cell Phones

Over the past few years, I've noted that students are becoming increasingly distracted by their cell phones, Blackberries, etc. The use of these devices during class is very distracting to both me and other students trying to pay attention.

Please shut off your cellular devices while class is in session. If you absolutely must receive a call or text during class, excuse yourself and take the call outside the classroom.

Do not send or receive text messages while class is in session. Let me repeat that: **Do not send or receive text messages while class is in session.** If you need this statement clarified, please ask – I can translate it into French or other language if need be.

Students who insist on texting during class will be asked to leave.

CLASS SCHEDULE BA 2240 A3 Winter 2010

Week	Date	Chapter	Topic	Test/Due
1	5,7-Jan-10	1	Introduction/Strategic Human Resources	
2	12,14-Jan-10	3,4	HR Planning/Legal	
3	19,21-Jan-10	4,2	Legal/Job Analysis and Design	Test 1 – Jan 21
4	26,28-Jan-10	2	Job Analysis and Design	
5	2,4-Feb-10	5,6	Recruitment/Selection	
6	9,11-Feb-10	6	Selection	Test 2- Feb 11
7	16,18-Feb-10	7,8	Training/Performance Appraisal	
8	23,25-Feb-10	8,9	Performance Appraisal/Compensation	
9	2,4-Mar-10	9	Compensation	Test 3 – Mar 4
	Reading Week		NO CLASSES	
10	16,18-Mar-10	10, 11	Benefits/Employee Relations	
11	23,25-Mar-10	Website	Alberta Employment Standards Code	
12	30-Mar 01-Apr-10	11	Employee Relations	Test 4 – Apr 01
13	06,08-Apr-10	14	Union Management Framework	
14	13,15– Apr-10	13 and review	Health and Safety	
Final Exam	17-29 April-10	All		Final – T.B.A. Scheduled by the Registrar

Bill Corcoran, Instructor
Grande Prairie Regional College
December 21, 2009