

ANDREWS UNIVERSITY

School of Business

Course Outline

BSAD 670 Human Resources Seminar

(Trinidad, March 12-27, 2006)

Faculty Information

Instructor: Linda Becker, Ph.D.  
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Textbook

Kleiman, Lawrence S. (2006). *Human Resource Management, Second Edition*. South-Western Publishing, International Thomson Publishing Company. ISBN: 0-324-00871-6.

Supplementary Materials

Greer, Charles R. (2001). *Strategy and Human Resources, Second Edition*. A General Managerial Perspective. Prentice-Hall. (Optional)

Course Description

This course is designed to give participants a knowledge of, and the ability to apply relevant theories and concepts related to Human Resource Management. Special emphasis will be placed on the role of Human Resources in strategic planning, recruitment, individual development, and continuous improvement to optimize an organization. Upon completion of the course the

participants will be able to:

1. Explain what is required in the Human Resource Management function.
2. Demonstrate how to perform those functions.
3. Explain the strategic relationship between HRM and a competitive advantage for the organization.

This knowledge and skill will be acquired through reading assignments, class discussions, case analysis, use of the internet, group work, final examination and a written paper.

## Course Requirements and Regulations

### Term Paper

Each student is required to write a paper on a topic to be agreed upon with the instructor. This paper should probe an issue relevant to the student's workplace or interests. Students are expected to demonstrate in their term papers some familiarity with the literature (with at least eight citations), an understanding of issues in the area as well as an ability to synthesize or integrate ideas that are discussed in class.

### Final Examination

The final examination is composed of multiple choice items, essay questions and/or cases based on materials covered in both the lectures and the assigned readings.

### Grades

The participant's grade in the course is determined by the professor's evaluation of the student's performance in the following categories, weighted as shown:

Class Attendance and Participation	20%
Written Case Analysis/Presentation	20%
Written Paper	30%
Final Examination	30%

### Plagiarism/Academic Dishonesty

All work submitted must be a student's own work. University policies on academic honesty as explained in the Andrews University Bulletin. P. 19 will apply.

### Class Assignments

Date	Topic	Assigned Reading
Sunday, March 12	Introduction/Get Acquainted Review Course Legal Issues/Pre-Selection	Pages 1-51
Monday, March 12	Planning, Analyzing Jobs	Pages 54-98
Tuesday, March 14	Recruiting/Selection Practices	Pages 100-170
Wednesday, March 15	Training/Developing Employees	Pages 172-237
Thursday, March 16	Evaluation/Pay and Benefits	Pages 238-304
Sunday, March 19	Continuous Improvement	Pages 306-365

	Workplace Justice Laws	
Monday, March 20	Safety and Health Needs	Pages 368-418
Tuesday, March 21	HRM Overseas, HRM Work	Pages 420-435
Wednesday, March 22	Group Presentations	
Thursday, March 23	Group Presentations/Review For Final	
Sunday, March 26	Final Examination	
Monday, April 10	Papers Due	