

Grande Prairie Regional College
Department of Arts, Commerce and Education
Course Outline
ORGB 386 (3)
Introduction to Human Resource Management
Winter 2004

Instructor: Ken Riley
Office: C307
Office hours: : Mon. & Wed. 10:00 – 11:30 AM or by appointment
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Time and Place: Tuesday & Thursday: 14:30 – 15:50 PM
A212

Course Description:

The course is designed to provide an introduction to the theoretical and practical aspects of human resource management in contemporary organizations.

Course Materials:

Athabasca University Course Package for ORGB 386.

Evaluation:

The grading system employed in this course will be:

Assignments	40%
Participation:	10%
Midterm Examination	20%
Final Examination	30%

Assignments:

Three (3) hand-in assignments, as outlined in the Course Manual, will be given during the year. Other material may be assigned as well. These are due at the beginning of class on the due date. Cases should be prepared, where possible, in the format that will be discussed in class.

Because of the importance of the proper use of English in business generally and in professional situations specifically, papers will be graded accordingly. Marks on assignments and the case will be given for content and for written presentation. Written presentation includes, but not limited to, concise writing, appropriate use of point form, appropriate use of formatting/headings. Marks also will be

deducted for poor grammar, incorrect spelling, poor sentence construction etc. if it detracts from the quality of the paper.

It is anticipated that many students will wish to use groups to prepare the hand-in assignments. It is expected that each student will fully participate in the discussion and the preparation of the assignments. To help ensure this participation, each member of the group will constructively evaluate himself/herself and the other members of the group. Based on this evaluation, marks for the assignments may be revised from that given the group.

Participation:

Each student is expected to come to class having read the material and completed any assignments. Marks will be based on the contribution made to the class by the student; note that both quantity and quality of the contribution will be assessed.

Midterm Examination:

A midterm examination is scheduled for Feb. 11th.

Final Examination:

A final examination will be held with time and place to be announced.

COURSE TIMELINES:

Week of:

January 5:	Introduction Unit 1
January 12:	Unit 1/2
January 19:	Unit 2
January 26:	Unit 2/3
February 2:	Unit 3 Assignment #1 - Hand-in
February 9:	Unit 4 Mid-Term Exam #1
February 16:	Family Day/Reading Week
February 23:	Unit 4
March 1:	Unit 5
March 8:	Unit 6 Assignment #2 - Hand-in
March 15:	Unit 6
March 22:	Unit 7
March 29:	Unit 8
April 5:	Unit 9 Assignment #3 - Hand-in
April 12:	Review

Note: Dates are approximate and may vary slightly.