

Grande Prairie Regional College
Department of Arts, Commerce and Education
Course Outline
ORGB 386 (3)
Introduction to Human Resource Management
Winter 2005

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:

Assignment:	30%
Participation:	10%
Midterm Examination	25%
Final Examination	35%

Assignment:

The assignment is a research paper on a human resource topic of the student's choice. Each student will:

- Select a topic in the area of human resource management. Topics may be covered in the text, or be of special interest to the student. All topics must be course-related.
- Research your chosen topic to determine what the new and emerging trends are in this area and explain how they impact on human resource management. Your topic may present special challenges to the personnel specialist or to line supervisors. If so, explain how these challenges can be overcome. Also explain how this topic creates value for the business.

- Some possible topics include but not limited to:
 - Managing downsizing
 - Career counseling
 - Affirmative action in the workplace
 - Designing effective selection techniques
 - Going smokeless in the workplace
 - Empowerment: Is it possible in today's competitive environment?
 - Drug and alcohol abuse in the workplace
 - Designing and implementing a "diverse" workplace
 - Sexual harassment
 - AIDS and the workplace
 - Facilitating the female workforce
 - Ergonomics – workplace design and employers' responsibility
 - Working out of the home – the wave of the future?
 - Relevance of unions
 - Use of incentive pay systems
 - "Lack of job skills" – how Canadian business is failing to train its workforce
 - Does Alberta lag behind the rest of Canada in protecting human rights in the workplace?
 - The coming bulge of retirements and its impact on Canadian business
 - Outsourcing – boon or bane?
 - HR as a value-creating part of the organization

- 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 the assignment will be given for content, quality of research and analysis conducted, originality of views presented 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. Papers should be limited to no more than 20 pages double spaced, excluding appendices and references.

Participation:

Each student is expected to come to class having read the material and completed any case 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 the week of Feb. 14th.

Final Examination:

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

COURSE TIMELINES:

Week of:

January 3: Introduction
Unit 1

January 10: Unit 1/2

January 17: Unit 2

January 24: Unit 2/3

January 31: Unit 3

February 7: Unit 4

February 14: Unit 4
Mid-Term Exam

February 21: **Family Day/Reading Week**

February 28: Unit 5

March 7: Unit 6

March 14: Unit 6
Assignment - Hand-in

March 21: Unit 7

March 28: Unit 8

April 4: Unit 9

April 11: Review

Note: Dates are approximate and may vary slightly.