



# Grande Prairie Regional College

## School of Business

Department: Business Administration and Commerce

COURSE OUTLINE – WINTER 2006

### ORGB 386 (3) (3-0-0) Introduction to Human Resource Management

**Instructor:** Ken Riley  
Office: C307  
Office hours: Mon. & Fri. 11:00am – 12:30pm or by appointment  
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**Time and Place:** Tuesday & Thursday: 14:30 – 15:50 PM  
B302

**Prerequisites:** ADMN 232 is recommended

**Transfers To:** CdnUC, UA, UC, UL

**Credit/Contact Hours:** 3

**Delivery Mode:** Lecture

#### Course Description:

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

#### Course Objectives:

The course provides an introduction to human resource management. The following topics will be covered:

- The legal environment
- Job analysis, recruitment and selection
- Orientation, motivation, training and development
- Compensation and benefits
- Health, safety, employee and labour relations
- Participation and co-operatives

The learning objectives for the course are:

- To understand and apply the major concepts of human resource management
- To gain an appreciation of the critical issues facing the profession today

- To gain an appreciation of how a human resource department can add value in today's organization.

**Course Materials:**

Athabasca University Course Package for ORGB 386.

**Evaluation:**

The grading system employed in this course will be:

Assignment/Cases.....	30%
Participation: .....	10%
Midterm Examination .....	25%
Final Examination .....	35%

A grading conversion chart follows at the end of this section.

*Assignment/Cases:*

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

- Select a topic in an area of human resource management. Topics may be covered in the text, or be of special interest to the student. All topics must be approved by the instructor.
- Research your chosen topic to determine what the new and emerging trends are in this area and explain how they impact 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 10 pages double spaced, excluding appendices and references. (20 marks)

Two cases or other projects will be assigned during the year. (10 marks)

*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. 13th.

*Final Examination:*

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

**Athabasca University Grading System  
Grading Conversion Chart**

Alpha Grade	Percentage	Grade Point
A+	95 - 100	4.0
A	90 - 94	4.0
A-	85 - 89	3.7
B+	80 - 84	3.3
B	75 - 79	3.0
B-	70 - 74	2.7
C+	66 - 69	2.3
C	63 - 65	2.0
C-	60 - 62	1.7
D+	55 - 59	1.3
D	50 - 54	1.0
F	49 - 0	0.0

**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 2005/2006 Calendar. If you have questions on whether or not you might be violating this policy, please discuss this with your instructor before you submit your assignment.

## **COURSE TIMELINES:**

**Week of:**

**January 2:** Introduction

**January 9:** Unit 1

**January 16:** Unit 1/2

**January 23:** Unit 2

**January 30:** Unit 2/3

**February 6:** Unit 3

**February 13:** Unit 3  
**Mid-Term Exam**

**February 20:** **Family Day/Reading Week**

**February 27:** Unit 4

**March 6:** Unit 4/5

**March 13:** Unit 5  
**Assignment - Hand-in**

**March 20:** Unit 6

**March 27:** Unit 6

**April 3:** Unit 7

**April 10:** Review

**Note: Dates are approximate and may vary slightly.**