

GENERAL:

The success of any organization depends on more than equipment, technology and physical plant. The key to success rests with the human element. Human resources, their expertise, relationships, application, etc. can make or break any organization.

Since people are the ultimate resource, it is extremely important that every organization pay special attention to their behaviour and needs. They must be treated with respect and dignity and not just as another factor of production. Therefore, it is safe to say that how an organization recruits, trains, and retains its human resources, will have a significant influence on its success or failure.

This course is designed to examine a number of important issues dealing with personnel management and human resources.

PREREQUISITE: Organizational Behaviour I

OBJECTIVES:

1. To introduce students to key concepts, issues, and practices in the field of personnel management and human resources.
2. To examine the purpose, objectives, and activities associated with effective management of human resources in industry.
3. To assess the challenges and opportunities facing human resource managers today.
4. To identify and utilize the appropriate methods for job analysis and enhancement, employee recruitment and selection, training and performance appraisal.
5. To analyze typical personnel problems and recommend feasible approaches to alleviate these problems.

METHODOLOGY:

A variety of methods will be employed to cover the course content. These may include lecture, study groups, and assignments. In addition, each student will be required to choose one article on a topic related to the human resources field, and deliver a brief (approx. 10 minutes) presentation to the class followed by a class discussion. (A sample of the evaluation form used to grade these oral presentations will be provided.)

Students will also be required to read and understand the relevant chapters of the textbook and other assigned readings. Students will also be responsible for the issues discussed during the individual student's presentations.

EVALUATION AND MARKING SCHEME:

Students will be evaluated on the following basis:

- Three tests 80%
- Presentations 10%
- Assignments/Quizzes 10%

Dates of the tests will be announced approximately one week in advance. These tests will normally be held outside of the regular class time. Quizzes may or may not be announced in advance. If a student misses a quiz, he/she will receive a zero for that quiz. No make up quizzes will be given. Consideration may be given to students who miss a quiz but who made some arrangements in advance.

If a student is not able to write a test because of illness, or a legitimate emergency, that student must contact the instructor prior to the test and provide an explanation which is acceptable to the instructor. (Medical certificates or other appropriate proof may be required.) In cases where the student has not contacted the instructor, the student will receive a mark of zero on that test and must repeat the course. THERE WILL BE NO REWRITES OF INDIVIDUAL TESTS.

Final Grade:

The final grade will be based on the following scale:

- 90% and more "A+"
- 80% to 89% "A"
- 70% to 79% "B"
- 60% to 69% "C"
- 59% or less "R"

Each student must meet the following requirements in order to complete this course successfully:

1. Must complete, in a fashion acceptable to the teacher, all projects and other assignments.
3. Must write all tests and successfully complete at least two of the three tests. This means a minimum mark of 60% on each test.
3. Must have an overall mark of 60%. This mark includes all work in the semester.

Students who are not successful in achieving the minimum mark of 60% and/or do not pass two out of three tests may be allowed to write a supplemental test; in limited circumstances. Students who choose not to complete the required assignments in an acceptable fashion, as they are due, will repeat the course.

A student with a final mark of 55% to 59% may apply to the teacher, in writing, for permission to write a supplemental test which will be based on the work from the entire semester. The teacher may allow the student to write the supplemental test based on the student's attitude, participation in class and provided that the student has attempted all semester tests, completed all assignments as required, and given some indication of potential success on a supplemental test.

It is the responsibility of any student in this category to apply, in writing, to write the supplemental test immediately when the final grades are posted.

A final grade of "C" will be assigned to any student who obtains 60% or more on the supplemental test.

In all other instances, students with a final mark of less than 60% will have to repeat the course.

RESOURCE MATERIAL:

- Principal Text: Canadian Personnel Management and Human Resources (Second Edition); W.B. Werther, K. Davis, etc.; McGraw-Hill Ryerson Ltd. 1985.

- Support Material:
- 1. Ontario Human Rights Code
 - 2. Employment Standards Act
 - 3. Current newspapers and periodicals and other appropriate material.

NOTE:-

All assignments must be submitted to the instructor at the beginning of class on the due date. Assignments may be submitted in advance but no assignments will be accepted after the stated deadline. It is the student's responsibility to ensure the instructor gets his/her completed assignment. Questions assigned for homework must be completed promptly and be available at any time to be submitted for evaluation. They too will be collected at the beginning of class.

Quizzes, tests, assignments, projects, etc. will be returned to students during one of the normal class times. Any student not present at that time must pick up his/her test, etc. at the teacher's office within three weeks after that class. Tests, etc. not picked up within the three weeks will be discarded.

Tests, etc. will be returned only to those students to whom they belong.

ORGANIZATIONAL BEHAVIOUR II

Course Outline Weekly Schedule

Subject to change, the following is the proposed weekly schedule of subjects to be included in the microeconomics course. They are not necessarily the only subjects to be taught but rather the major areas to be covered and are presented to indicate the overall, general direction of the course.

<u>WEEK</u>	<u>SUBJECT</u>	<u>REQUIRED READINGS</u>
1	Objectives and Approaches in Human Resource Management	Chapter 1
2	External and Internal Challenges	Chapter 2
3	Impact of Legislation on the Role of the Human Resource Specialist	Chapter 3
4	Quality of Work Life	Chapter 4
5	Job Analysis	Chapter 5
6	Recruitment	Chapter 7
7	Employee Selection	Chapter 8
8	Training and Development	Chapter 9
9	Performance Appraisal	Chapter 12
10	Motivation and Job Satisfaction	Chapter 13
11	Compensation Management	Chapter 14
12	Employee Benefits & Services	Chapter 15
13	Security, Safety & Health	Chapter 16
14	Building Employee Communication	Chapter 17
15	Review	

Note:

The above schedule is subject to change.

Additional required readings will be assigned as the course progresses.

IT WILL BE TO THE STUDENTS' ADVANTAGE TO HAVE ANY QUESTIONS, CONCERNS, OR PROBLEMS RELATED TO THIS COURSE RESOLVED AS SOON AS POSSIBLE. IF YOU REQUIRE ANY ASSISTANCE, SEE YOUR TEACHER. HE WILL BE MORE THAN HAPPY TO HELP.

