

Revised '86

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FOREMANSHIP AND ADMINISTRATION

Code No.: BUS 214-2

Program: PULP & PAPER ENGINEERING TECHNOLOGY

Semester: 4

Date: APRIL 25, 1984

Author: ADAM SUGDEN

New: \_\_\_\_\_ Revision: X

APPROVED: *[Signature]*  
Chairperson

*April 15/84*  
Date



CALENDAR DESCRIPTION

FOREMANSHIP & ADMINISTRATION

Course Name

BUS 214-2

Course Number

PHILOSOPHY/GOALS:

A foreman is defined as "the principal workman directing the work of others". Foremanship has been defined as "the art of working with a group of people." More importantly, it is the conscious act of working with this group of people so that the objectives of the individual, group, department and organization are met in an efficient and, hopefully, co-operative manner. In today's workplace, the effective foreman (or foreperson) must possess an understanding of the people in the workplace; the personal, societal and economic factors that motivate or de-motivate them; a broad, and sometimes deep, understanding of the goals of the organization; and a good understanding of the legislative framework within which all workplace activities lie.

The purpose of this course is to increase the student's awareness of people in the workplace; the workplace itself; those factors that motivate or de-motivate people and the various legislated rights and responsibilities that affect the activities in the workplace. Basic communication and human relations skills will be covered and the students will draw on their own experience in the workplace.

METHOD OF ASSESSMENT (GRADING METHOD):

The student's performance in the course will be assessed on the basis of class participation, attendance, preparation of two relatively brief reports, and two written tests. The percentages of the final mark contributed by each of the above is as follows:

Class participation	20%
Attendance	10
Reports	30
Tests	40
	<hr/>
	100%

Letter grades will be assigned based on the following performances:

A = 79+%
B = 70-79%
C = 60-69%
R = -60%

Students having a final grade of R, with a mark of at least 55%, may be permitted to write a supplemental test.

TEXTBOOK(S):

No textbook is specified at the time of writing.



FOREMANSHIP AND ADMINISTRATION  
BUS 214-2

COURSE OBJECTIVES:

1. The student will be able to explain interrelationships between human resource requirements and availabilities and the nature of the workplace.
2. The student will be able to demonstrate an understanding of the role of the workplace in society and in the community.
3. The student will be able to identify various organizational styles.
4. The student will be able to explain differences between management by objectives and management by control.
5. The student will learn the fundamental concepts of human resource management.
6. The student will explain the reasons for work groups and informal organizations.
7. The student will learn about, and be able to give solutions on, problems involving union - management disputes.
8. The students will learn why communications break down and will be able to list ways of improving communications between worker and supervisor.
9. The student will learn the principle methods of motivating people to work.
10. The student will learn what legislated requirements impinge upon the workplace.
11. The student will learn, and be able to make use of supervisory skill building a work team, delegating, use of authority, discipline and interviewing personnel.
12. The student will learn how to introduce changes most effectively in the workplace.

NATURE OF PRESENTATION

This is essentially a theory course designed to give the student the tools with which to examine their past, present and future workplaces. The presentation will be based, largely, on lectures and guest speakers who have some specialized knowledge in a given field. A small proportion of the course work will consist of role play. A list of topics and sub-topics to be covered in the course appears on the following page.



TOPICS AND SUB-TOPICS

HOURS (Est.)

1. THE WORKPLACE

- What type of product is made? 4
- What type of process is used?
- What resources are used?
- Where is the workplace located?
- Where are its markets?
- What is its role in the community?
- How does it interact with the local society?

2. ORGANIZATIONAL STRUCTURES AND GOALS

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- Organizational styles and types.
- Management styles.
- Human resource management.
- Short-term goals.
- Longer-term goals.

3. PEOPLE AND WORK

- Needs and wants. 6
- Types of workers.
- Work groups.
- Unions.
- Communication

<u>TOPICS AND SUB-TOPICS</u>	<u>HOURS (Est.)</u>
4. <u>CONTROLLING FACTORS</u>	
- Motivating factors	4
- De-motivating factors.	
- The economy.	
- Society.	
5. <u>LEGISLATED FRAMEWORKS</u>	
- Labour Act.	4
- Ontario Human Rights Commission.	
- Workmen's Compensation Act.	
- Charter of Rights and Freedoms.	
6. <u>FOREMANSHIP - THE DIRECTION OF THE HUMAN RESOURCE</u>	6
- Leadership.	
- Authority.	
- Delegation.	
- Discipline.	
- Introducing change.	
- The ideal foreman.	