

Revised
Aug '87

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FOREMANSHIP AND ADMINISTRATION
Code No.: BUS-214 (2)
Program: WATER RESOURCES ENGINEERING TECHNOLOGY
Semester: 6
Date: MAY 18, 1987
Author: ADAM SUGDEN

New: _____ Revision: X

APPROVED: _____
Chairperson Date

CALENDAR DESCRIPTION

FOREMANSHIP & ADMINISTRATION

BUS-214(2)

Course Name

Code 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 effective and co-operative manner. In today's workplace, the effective foreperson (male or female) must possess an understanding of the people in the workplace, the personal, societal and economic factors that motivate or demotivate them; and 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 demotivate people and the various legislated rights and responsibilities that affect the activities in the workplace. Effective oral and written communication skills as well as inter-personal skills will be exercised. Students are expected to draw on their personal experience in the workplace.

METHOD OF ASSESSMENT (GRADING METHOD)

The student's performance in the course will be assessed on the following bases:

A brief written report	30%
Mid-term and final tests	50% (equal value)
Class participation	10%
Attendance	<u>10%</u>
TOTAL	100%

Letter grades will be assigned on the following basis:

A	= 80% or better
B	= 70 - 79%
C	= 60 - 69%
R	= less than 60%

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

TEXTBOOK(S) There is no textbook specified for this course.

FOREMANSHIP AND ADMINISTRATION
BUS-214 (2)

COURSE OBJECTIVES

1. The student will be able to explain the following:
 - The four main personal styles.
 - Human needs and wants.
 - The role of the workplace in society and in the community.
 - The difference between management by objectives and management by control.
 - The differences in management styles.
 - How a workplace is organized.
 - How workers are motivated and demotivated.
 - Legislated frameworks that govern the workplace.

2. The student will be able to clearly describe the following aspects of supervision:
 - The nature of the supervisors job.
 - How work is planned and controlled.
 - The main aspects of leadership.
 - How to deal with problem performers.
 - How to manage work effectively.
 - Steps in mastering the supervisors job.

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 with particular attention being focussed on aspects of effective supervision. The presentation will be based on lectures and in-class discussions with possible use of guest speakers as they become available. A list of the topics to be covered in the course appears in the following section.

TOPICS TO BE COVERED

1. People and work: (6 hours)
 - Personal styles
 - Needs and wants
 - Types of workers
 - Work groups
 - Trade unions
 - Communications

TOPICS TO BE COVERED (Continued)

2. The workplace (4 hours)

- Location
- Products and processes
- Resources
- Markets
- Roles in the community and society

3. Organizational structures and goals (4 hours)

- Organizational styles and types
- Management styles
- Human resource management
- Goals: short and long-term

4. How people work (4 hours)

- Motivation
- Demotivation
- The economy
- Society's role

5. Legislated framework (4 hours)

- The Labour Act
- Ontario Human Rights Code
- Workmen's Compensation Act
- Canadian Charter of Rights and Freedoms

6. Supervision: the direction of human resources (8 hours)

- The job
- Planning and control
- Organizing, staffing and planning
- Leadership
- Problem performers
- Managing work effectively
- Mastering the supervisor's job