

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: Human Resources Administration

CODE NO. : BUS131 **SEMESTER:**

PROGRAM: Human Resource Practices Certificate

AUTHOR:

DATE: Nov. 2005 **PREVIOUS OUTLINE DATED:** Jan. 1995

APPROVED:

DEAN

DATE

TOTAL CREDITS: 3

PREREQUISITE(S): None

HOURS/WEEK: 3

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For additional information, please contact
School of
(705) 759-2554, Ext.

I. COURSE DESCRIPTION:

This course examines the purpose and domain of the human resource management function in organizations. It stresses those skills and techniques used in the various activities within the human resources function, and relates them to the overall management of the organization.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. Appreciate the challenges of human resources management and discuss issues related to equity and diversity.

Potential Elements of the Performance:

- Going global
- Embracing new technology
- Managing change
- Developing human capital
- Responding to the market
- Containing cost
- Employment equity
- The legal framework
- Pay equity
- The employment equity act

2. Define job analysis; explain the importance of human resources planning and key issues involved in recruitment and selection.

Potential Elements of the Performance:

- Relationship of job requirements and HRM functions
- Approaches to job analysis
- Job analysis in changing environments
- Job descriptions
- Job design
- Elements of effective human resources planning
- Strategies to deal with surpluses/shortages of labour
- Advantages of recruiting from within/outside the organization
- Matching people and jobs
- Application forms, employment tests, employment interviews

3. Discuss approaches to training and development, elements of career development programs as well as performance appraisal.

Potential Elements of the Performance:

- Orientation
- Scope of training
- A systems approach to training
- Matching individual and organizational needs

- Developing an effective appraisal program
 - Performance appraisal methods
4. Discuss strategic compensation planning including strategic reasons for incentive and benefit plans
Potential Elements of the Performance:
- Linking compensation to organizational objectives
 - The Wage Mix
 - Government regulation
 - Compensation issues
 - Administering incentive plans
 - Employee benefits required by law
5. Discuss issues related to safety and health in the workplace and the associated legislation.
Potential Elements of the Performance:
- Acts and regulations
 - Creating a safe and health work environment
 - Managing stress
6. Explain employee rights and discuss some issues related to employee discipline.
Potential Elements of the Performance:
- The rights of employees
 - Disciplinary policies and procedures
7. Outline the dynamics of labour relations
Potential Elements of Performance
- Government regulations
 - The labour relations process
 - Structures, functions and leadership
 - The public sector
 - The bargaining process
 - The collective agreement
8. Discuss some issues in international human resources management.
Potential Elements of the Performance
- Global environment's influence
 - Domestic vs. international HRM

III. TOPICS:

1. Human Resource Management in Perspective
2. Meeting Human resources Requirements
3. Developing Effectiveness in Human Resources
4. Implementing Compensation and Security
5. Expanding Horizons in Human Resources Management
- 6.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Managing Human Resources by Belcourt, Bohlander and Snell 4th Canadian Edition, Thomson nelson

V. EVALUATION PROCESS/GRADING SYSTEM:

Mid Term Exam	40%
Final Exam	40%
Assignments & Participation	<u>20%</u>
Total	100%

A minimum grade of 70% is required to pass this course.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	
A	80 – 89%	4.00
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 703 so that support services can be arranged for you.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

<include any other special notes appropriate to your course>

VII. PRIOR LEARNING ASSESSMENT:

There is no PLAR in the Human Resource Practices Certificate.

VIII. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.