SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: HUMAN RESOURCE PLANNING

CODE NO. :   BUS 137   **SEMESTER:**

PROGRAM: HUMAN RESOURCE PRACTICES

AUTHOR: PENNY PERRIER

DATE: SEPT. 2005   **PREVIOUS OUTLINE DATED:**

APPROVED:

_____   _____
                                DEAN   **DATE**

TOTAL CREDITS: 3 CREDITS

PREREQUISITE(S):   NONE.

HOURS/WEEK: 3 HOURS/WEEK

I.   COURSE DESCRIPTION: The primary objective of this course is to provide an understanding of the essential elements of human resource planning (HRP) process in organizations. Students acquire knowledge in analyzing, assessing and programming for human resource requirements of organizational business plans and strategies. Quantitative as well as qualitative concepts, approaches and techniques are emphasized.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1.   Explain the nature and scope of HRP
      Potential Elements of the Performance:
.   • Comprehend the need for strategic HRM
          • Describe different strategy types.
          • Discuss the characteristics of an effective HRM strategy.
          • Understand environmental influences on HRM.
          • Discuss the importance of evaluating HR programs and policies.
      Belcourt & McBey, Chapters 1 to 4

2.   Discuss steps in preparing for HR.
      Potential Elements of the Performance:
          • Describe the process of job analysis
          • Detail specific job analysis techniques.
          • Explain the stages of Human Resource Management Systems (HRMS) development.
          • Specify selection and design criteria for HRMS
      Belcourt & McBey, Chapters 5 & 6

3.   Describe the process of assessing and forecasting HR requirements.
      Potential Elements of the Performance:
          • Understand the benefits of HR forecasting.
          • Detail environmental and organizational factors affecting HR forecasting.
          • Describe methods used in conducting demand and supply side forecasting.

      Belcourt & McBey, Chapters 7 & 8

4.   Explain key HR program initiatives and considerations.
      Potential Elements of the Performance:
      - Explain issues related to skills and management inventories.
      - Discuss succession/replacement analysis.
      - Describe some HR supply and retention programs.
      - Understand the importance of succession management.
      - Detail the succession management process.

      Belcourt & McBey, Chapters 9 & 10

5.   Describe selected strategic options and their HRP implications
      Potential Elements of the Performance:
      - Understand the downsizing phenomenon and describe downsizing and restructuring.
      - Discuss issues related to mergers and acquisitions.
      - Define Outsourcing and discuss management issues related to outsourcing.

      Chapters 11 to 14

III.   TOPICS:

1.   Concepts of strategy and planning
2.   Job Analysis
3.   HR Management Systems
4.   HR Forecasting Process
5.   HR Demand & Ascertaining Supply
6.   Succession Management
7.   Downsizing & Restructuring
8.   Strategic International HRM
9.   Mergers & Acquisitions
10.   Outsourcing

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Belcourt, M. and K. McBey: Strategic Human Resource Planning,Thomson Nelson

V.   EVALUATION PROCESS/GRADING SYSTEM:

Mid-Term Exam   35%
Final Exam   45%
Participation/Attendance 20%
     Total   100%

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

The following semester grades will be assigned to students:

Grade	Definition	Grade Point Equivalent
A+	90 – 100%	4.00
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.

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.