

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE:	Humans Resources Administration		
CODE NO. :	BUS131	SEMESTER:	13S
PROGRAM:	Human Resources Practices Certificate		
AUTHOR:	Laurie Poirier		
DATE:	Spring 2013	PREVIOUS OUTLINE DATED:	Jan./11
APPROVED:	Laurie Poirier		Spring 2013
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		CHAIR	DATE
TOTAL CREDITS:	3		
PREREQUISITE(S):	n/a		
HOURS/WEEK:	3 hours per week for 15 weeks		

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For additional information, please contact Laurie Poirier, Chair
School of Continuing Education
(705) 759-2554, Ext. 2665

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

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Managing Human Resources by Belcourt, Singh, Bohlander and Snell 7th 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%	4.00
A	80 – 89%	3.00
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:Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

There will be no assignment extensions nor will there be any exam re-writes.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.