

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE:	Human Resource Planning		
CODE NO. :	BUS137	SEMESTER:	Fall 2012
PROGRAM:	Human Resource Practices Certificate		
AUTHOR:	Penny Perrier		
DATE:	Spring 2013	PREVIOUS OUTLINE DATED:	Fall 2012
APPROVED:	"Laurie Poirier"		Spring 2013
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		CHAIR	DATE
TOTAL CREDITS:	3		
PREREQUISITE(S):	N/A		
HOURS/WEEK:	45 hour course		

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

I. COURSE DESCRIPTION:

The primary objective of this course is to provide an understanding of the essential elements of human resource planning processes in organizations. Students acquire knowledge in analyzing, assessing, and programming for human resource requirements to comply with organizational business plans and operational strategies. Quantitative as well as qualitative concepts, approaches, and techniques will be 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.
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
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.
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.
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.

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:

Strategic Human Resources Planning by: M. Belcourt, K. McBey, Y. Hong, M. Yap 5th Edition, Thomson Nelson publishing

V. EVALUATION PROCESS/GRADING SYSTEM:

Mid-Term Exam	40%
Final Exam	40%
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	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00

A	80 – 89%	
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.

VII. COURSE OUTLINE ADDENDUM:

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