SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Human Resources

CODE NO: ENT 113   SEMESTER: Two

PROGRAM: Entrepreneurship Certificate Program

PROFESSOR: Penny O'Hare

DATE: January 1994   PREVIOUS OUTLINE DATED: January 1993

APPROVED: _____   _____
            Rose Caicco, Dean   Date
            School of Business
             & Hospitality

COURSE NAME: Human Resources   CODE NO.: ENT 113

TOTAL CREDIT HOURS:

PREREQUISITE(S):   None

I.   PHILOSOPHY/GOALS:

This course will focus on the importance of effective human resource management to the success of the business. The course will analyze the human resource management function including major legislation impacting human resource decisions in the organization.

II.   STUDENT PERFORMANCE OBJECTIVES:

Upon successful completion of this course the student will be able to:

1. determine the human resource requirements for their ventures through job analysis

2. prepare job descriptions for positions within their organization

3. identify methods and sources of recruitment

4. prepare recruitment literature and advertisements

5. conduct selection interviews

6. develop orientation and development programs

7. understand the principle of reliability and validity with respect to performance evaluations

8. develop and administer compensation and benefit programs for their organization

9. develop effective human resource management strategies

10. understand employment legislation that will affect their venture

COURSE NAME: Human Resources   CODE NO.: ENT 113

III.   **TOPICS TO BE COVERED:**

   ♦ Contemporary Challenges in Human Resource Management

   ♦ The Legal Environment

   ♦ Human Resource Planning

   ♦ Job Analysis, Job Descriptions, Recruitment and
     Selection

   ♦ Training and Development

   ♦ The Appraisal Process

   ♦ Compensation, Protection and Motivation

   ♦ Labour Relations

IV.   **EVALUATION METHODS:**

   Students will be evaluated as follows:

   Written Assignments

      Assignment #1   30%
      Preparation of a human resource plan, detailing job
      descriptions and organization structure.

      Assignment #2   30%
      Preparation of a paper detailing the methods and
      sources of recruitment considering applicable
      employment legislation.

      Assignment #3   30%
      A management strategies report detailing their
      compensation and benefit program with a proposed
      budget.

   Classroom Participation   10%

                                                          100%

COURSE NAME: Human Resources   CODE NO.: ENT 113

IV. EVALUATION METHODS (CONT'D):

Each student's grade will be based on the College's grading system:

Grade   Definition

A+   90 - 100%   Consistently outstanding
A   80 - 89%   Outstanding achievement
B   70 - 79%   Consistently above average achievement
C   60 - 69%   Satisfactory or acceptable achievement
R   less than 59% The student has not achieved objectives of course and must repeat the course

V. REQUIRED STUDENT RESOURCES:

Required Text: Human Resource Management in Canada
                               Dessler/Turner

Reference Text: Canadian Small Business Management
                               Balderson

                               The Complete Canadian Small Business Guide
                               D. Gray

                               Note: The libraries of the three post secondary institutions in our area provide an abundance of resource material relating to Human Resource Management.

VI. SPECIAL NOTES:

Students with special needs (e.g. physical limitations, visual impairment, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the professor.

NOTE: YOUR PROFESSOR RESERVES THE RIGHT TO MODIFY THE COURSE AS NECESSARY (IN HIS/HER JUDGEMENT) TO BEST SERVE THE NEEDS OF THE CLASS AND PROGRAM.