



## COURSE OUTLINE: HTM106 - H&T HR MANAGEMENT

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Approved: Sherri Smith, Chair, Natural Environment, Business, Design and Culinary

<b>Course Code: Title</b>	HTM106: HOSPITALITY & TOURISM HUMAN RESOURCE MGT
<b>Program Number: Name</b>	1076: HOSPITALITY MGNT
<b>Department:</b>	CULINARY/HOSPITALITY
<b>Semesters/Terms:</b>	21F, 22W, 22S
<b>Course Description:</b>	This course provides an examination of effective human resource management in the hospitality and tourism industry as it relates to the achievement of organizational goals and strategic objectives of the business. Particular attention will be placed on the importance of workforce planning, recruitment, training, retention, performance management and employee relation strategies as it relates to employment legislation, workplace diversity, and health and safety. Students will also be given the opportunity to develop their own customized job search correspondence and participate in activities that help further develop communication and writing skills.
<b>Total Credits:</b>	3
<b>Hours/Week:</b>	3
<b>Total Hours:</b>	45
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>1076 - HOSPITALITY MGNT</b> VLO 4 Recommend strategies to maintain efficient, safe, secure, accessible and healthy hospitality and tourism operations that reduce risk and comply with jurisdictional legislation and legal obligation.
Please refer to program web page for a complete listing of program outcomes where applicable.	
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 7 Analyze, evaluate, and apply relevant information from a variety of sources. EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others. EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2021-2022 academic year.



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EES 10 Manage the use of time and other resources to complete projects.  
 EES 11 Take responsibility for ones own actions, decisions, and consequences.

**Course Evaluation:**

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

**Books and Required Resources:**

Supervision in Canada Today by Robbins, Steven et al.  
 Publisher: Prentice-Hall Edition: 4th ed.  
 ISBN: 9781256914303

**Course Outcomes and Learning Objectives:**

<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>
Investigate the purpose and strategic importance of the human resource function in hospitality and tourism.	1.1 Analyze the roles and responsibilities of management positions in the hospitality and tourism sector. 1.2 Identify the competencies of a manager. 1.3 Review past and contemporary theories of management. 1.4 Discuss the importance of planning, goal setting and time management. 1.5 Outline the challenges of designing and implementing controls in the workplace. 1.6 Apply the tools, styles and ethics involved in the decision-making process.
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
Analyze human resource strategies used to build a professional staff in the hospitality and tourism sector.	2.1 Identify and discuss management approaches to workforce planning, recruitment, selection, hiring and training of staff. 2.2 Determine applicable employment and health and safety legislation when addressing employee relation strategies. 2.3 Investigate behaviour that would constitute workplace harassment and discrimination and determine management`s legal and ethical responsibilities. 2.4 Evaluate methods of performance management. 2.5 Develop customized job search correspondence and interview skills.
<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
Explore and investigate motivational theories and effective leadership strategies.	3.1 Define and explain traditional and contemporary theories of motivation. 3.2 Critique hospitality and tourism industry examples of motivational strategies. 3.3 Analyze the knowledge, skills and behaviour`s of effective leaders in hospitality and tourism.
<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
Evaluate how to communicate and manage conflict in the hospitality and tourism environment.	4.1 Discuss important communication challenges and sources of conflict when dealing with workplace diversity. 4.2 Demonstrate the skills of effective communication using oral, written, electronic and non-verbal methods. 4.3 List and explain negotiation and conflict management techniques used by hospitality and tourism managers.

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4.4 Critically evaluate components of an effective disciplinary process and the principles of employee termination.

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Exam 1	25%
Exam 2	25%
Exam 3	25%
Projects / Assignments	25%

**Date:**

July 28, 2021

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

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