

Course Outline

Course Title:	Human Resources Administration		
Course Number:	MGMT7	Approval Date:	2018/1/11
Course Hours:	45 hours	Academic Year:	2017
Academic School:	School of Business		

Faculty:	Joanne Tully - joanne.tully@flemingcollege.ca Kris Dawson - kris.dawson@flemingcollege.ca
Program Co-ordinator or Equivalent:	Joanne Tully - joanne.tully@flemingcollege.ca
Dean (or Chair):	James Boesch - James.Boesch@flemingcollege.ca

Course Description

This course is designed to provide an overview of key human resources activities and the related legislation affecting today's workplaces. Topics of study include the strategic role of HRM, legal compliance and valuing diversity, designing and analyzing jobs, human resources planning, recruitment, selection, orientation and training, performance appraisal, compensation, employee benefits & services, labour relations, and occupational health & safety. Participants will also have an opportunity to discuss legal compliance in the areas of human rights, pay/employment equity, employment standards, labour relations, and health & safety. Applied learning opportunities include case study analyses, identification of Human Rights Code violations in the recruitment process, completion of an environmental scan for the purpose of HR planning, development of a job description/specification, evaluation of employer branding techniques through a review of online job boards, critique of a performance appraisal scenario, web-based research pertaining to functional areas of HR, recommending best practices for employee onboarding and development of a wellness program proposal for an industry specific employer. Note: This course has been approved by the Human Resources Professionals Association (HRPA) as a credit toward the Certified Human Resources Professional (CHRP) designation. To qualify to write the Comprehensive Knowledge Exam, it is necessary to attain an overall average of 70 percent in the nine subject areas covered, with no grade of less than 65 percent. Prior to enrollment in this course, it is recommended that learners have attained the learning outcomes of Communications I (COMM201).

Prerequisites: None.

Corequisites: None.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Describe the field of human resources management (HRM) and explain the impact of key internal and external environmental factors, the evolution of HRM from staff function to strategic partner, and HR auditing techniques.
2. Discuss the shift in emphasis from legal compliance to valuing diversity, and design HRM policies and practices that comply with the employment/labour standards, human rights, and equity legislative standards.
3. Discuss the key considerations involved in job design and develop realistic and legal job descriptions and specifications.
4. Explain the importance of human resources planning (HRP) and describe the elements involved in effective HRP.
5. Identify appropriate recruitment sources and methods for positions ranging from entry-level jobs to chief executive officer.
6. Design and implement a systematic and effective selection system.
7. Design and implement an effective orientation and training program.
8. Design an appraisal system that meets legal standards and organizational needs.
9. Describe the key considerations involved in establishing pay plans.
10. Describe government-sponsored and employer-provided benefits and services offered by firms in Canada today.
11. Describe the contemporary legal framework pertaining to labour-management relations, the labour movement in Canada today, the union organizing and recognition processes, the impact of unionization on HRM, and strategies to build effective labour-management relations.
12. Design policies and practices that comply with the legislative requirements pertaining to occupational health and safety, and develop appropriate prevention and intervention strategies to deal with current occupational health issues and challenges.

Learning Resources

1. Dessler and Chhinzer, Human Resources Management in Canada - Canadian 13th Edition. Toronto: Pearson Education Canada Inc.,

*NOTE: The publisher is supplying an e-text, for all students enrolled in MGMT 7 for the Winter 2017 semester, free of charge. Details as to how to access the e-text will be provided to students during Week 1 of the course.

2. Handouts may be provided by the instructor to supplement the text.

Assessment Summary

Assessment Task	Percentage
In-class activities	30%
Quizzes	30%
Tests	40%

Student Success: Policies and Procedures

Mutually, faculty and learners will support and adhere to college Academic Regulations, and Student Rights and Responsibilities. The following policies and guidelines have been developed to support the learning process.

Please click on the link for information about:

- [Student Rights and Responsibilities](http://flamingcollege.ca/PDF/Student-Rights-And-Responsibilities.pdf)
(flamingcollege.ca/PDF/Student-Rights-And-Responsibilities.pdf)
- [Grading and Academic Standing](https://department.flamingcollege.ca/hr/attachment/7752/download)
(https://department.flamingcollege.ca/hr/attachment/7752/download)
- [Academic Integrity](http://department.flamingcollege.ca/hr/attachment/7750/download)
(http://department.flamingcollege.ca/hr/attachment/7750/download)
- [Guidelines for Professional Practice: Students and Faculty](http://flamingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)
(flamingcollege.ca/PDF/guidelines-for-professional-practice-students-faculty.pdf)

Alternate accessible formats of learning resources and materials will be provided, on request.

Program Standards

The Ministry of Advanced Education and Skills Development oversees the development and the review of standards for programs of instruction. Each college is required to ensure that its programs and program delivery are consistent with these standards, and must assist students to achieve these essential outcomes.

This course contributes to Program Standards as defined by the [Ministry of Advanced Education and Skills Development](http://www.mah.gov.on.ca) (MAESD). Program standards apply to all similar programs of instruction offered by colleges across the province. Each program standard for a postsecondary program includes the following elements:

- **Vocational standards** (the vocationally specific learning outcomes which apply to the program of instruction in question);
- **Essential employability skills** (the essential employability skills learning outcomes which apply to all programs of instruction); and
- **General education requirement** (the requirement for general education in postsecondary programs of instruction that contribute to the development of citizens who are conscious of the

diversity, complexity and richness of the human experience; and, the society in which they live and work).

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program. For further information on the standards for your program, follow the MAESD link (www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/)

Detail Plan

Term:	2018 Spring
Faculty:	Charlie McGee - charlie.mcgee@flemingcollege.ca Kris Dawson - kris.dawson@flemingcollege.ca Terri Eagleson - Terri.Eagleson@flemingcollege.ca Kim Healy - kim.healy@flemingcollege.ca
Program Co-ordinator or Equivalent:	Joanne Tully - joanne.tully@flemingcollege.ca
Dean (or Chair):	James Boesch - James.Boesch@flemingcollege.ca

Learning Plan

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week 1	<p>Introductions, Course Outline, Course Requirements, Assessment Plan and Forming Groups.</p> <p>The Strategic Role of Human Resources Management - The Field & Its Environment - Chapter 1.</p> <p>The Changing Emphasis: From Legal Compliance to Valuing Diversity - Chapter 2</p>	1, 2, 3	<p>Quiz Ch 1 & 2 (Introductory - no marks)</p> <p>Seminar Activities (3%)</p>
Week 2	<p>Designing and Analyzing Jobs - Chapter 4</p> <p>Human Resources Planning - Chapter 5</p>	3, 4, 5	<p>Quiz Ch 4 (3%)</p> <p>Quiz Ch 5 (3%)</p> <p>Seminar Activities (6%)</p>
Week 3	<p>Recruitment - Chapter 6</p> <p>Selection - Chapter 7</p>	3, 4, 5, 6	<p>Quiz Ch 6 (3%)</p> <p>Quiz Ch 7 (3%)</p> <p>Seminar Activities (6%)</p>

Wks/Hrs Units	Topics, Resources, Learning, Activities	Learning Outcomes	Assessment
Week 4	Test #1 Orientation and Training - Ch. 8	(Test 1 to 6) Other activities -7,8	Test #1 (20%) Quiz Ch 8 (3%) Seminar Activities (3%)
Week 5	Performance Management - Ch. 10 Strategic Pay Plans - Ch. 11	8, 9, 10	Quiz Ch 10 (3%) Quiz Ch 11 (3%) Seminar Activities (6%)
Week 6	Employee Benefits and Services - Ch. 13 Occupational Health and Safety - Ch. 14	10, 11, 12	Quiz Ch 13 (3%) Quiz Ch 14 (3%) Seminar Activities (6%)
Week 7	Labour Relations- Ch. 16 Test #2	7 to 12	Quiz Ch 16 (3%) Seminar Activities (3%) Test #2 (20%)

Assessment Requirements

Assessment Task	Date/Weeks	Course Learning Outcome	Percentage
10 Quizzes @ 3% each	As outlined above	1-12	30%
Individual/Group Case Study / Discussion Questions submitted 10 times throughout semester with a value of 3% per submission.	As outlined above	1-12	30%
Test #1 20%	Week 4 - Lecture	1-6	20%
Test #2 20%	Week 7 - Lecture	7-12	20%

Exemption Contact

Joanne Tully, joanne.tully@flemingcollege.ca

Prior Learning and Assessment and Recognition (PLAR)

PLAR uses tools to help learners reflect on, identify, articulate, and demonstrate past learning which has been acquired through study, work and other life experiences and which is not recognized through formal transfer of credit mechanisms. PLAR options include authentic assessment activities designed by faculty that may include challenge exams, portfolio presentations, interviews, and written assignments. Learners may also be encouraged and supported to design an individual documentation package that would meet the learning requirements of the course. Any student who wishes to have any prior learning acquired through life and work experience assessed, so as to translate it into a college credit, may initiate the process by applying through the Registrar's office. For more information please click on the following link: <http://flemingcollege.ca/admissions/prior-learning-assessment-and-recognition>

Course Specific Policies and Procedures

It is the responsibility of the student to retain this course outline for future reference. Course outlines may be required to support applications for advanced standing and credit transfer to other educational institutions, portfolio development, PLAR and accreditation with professional associations.

1. Success in this course relies on regular attendance. In-class submissions are marked and attribute to 30% of your mark as per the assessment outline. As group discussion and debrief sessions attribute significantly to learning the material presented, students that fail to participate in an in-class activity due to absence or non-participation as a member of their group will receive 0. Opportunities to earn marks for missed classes will only be provided in extenuating circumstances.
2. If you have questions or if you are experiencing difficulty with any aspect of the course, you are encouraged to consult the instructor. The instructor may be contacted via Fleming e-mail or during posted office hours. Course communication via e-mail will be done using student Fleming e-mail addresses only. Students are responsible to check their Fleming e-mail account on a regular basis.
3. You are responsible for being present for all tests. Missed tests will receive a grade of zero. Quizzes are available online and due within the timelines provided. No extensions will be provided.
4. All cell phones must be off and stored while in the classroom during lectures and discussions. The use of personal laptops /tablets/related technology in the classroom is encouraged but to be used only for the purposes of research when responding to in-class activities and case submissions.
5. Results of evaluations will be distributed during class and posted on D2L.
6. The student is responsible for keeping a copy of all submitted work and records of all marked work. Students should keep returned marked work in case of a dispute.
7. All course work should be prepared and presented in a professional manner. Course work may be refused for sloppiness, spelling or grammatical errors.
8. Breaches of academic integrity such as cheating and plagiarism will result in a grade of zero for the examination, test, report or assignment involved. All breaches of academic integrity will be reported to the Registrar.

9. You are encouraged to consult the college calendar for other applicable Academic Regulations.
The course outline will be followed, however any of the topics/exercises intended for presentation may be changed by the instructor after consultation with the students.
10. Students with learning disabilities are encouraged to meet with the course faculty to develop a plan for success. Learning Support Services (B73) are also available to students.