

**COURSE NAME:** HRP102 Human Resources and the Entrepreneur

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Credit Value: 2  
 Total Course Hours: 28  
 Prerequisite Course(s): None  
 Corequisite Course(s): None

## COURSE DESCRIPTION

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Being an Entrepreneur takes hard work and dedication. You'll need to wear many hats and manage a variety of areas of the business. Human Resources can be one of your greatest challenges. Managers, entrepreneurs and other business professionals require a basic knowledge and understanding of strategic HRM practices and the challenges modern organizations face in the business world. Topics presented will include job analysis and design, recruitment and selection, training and development, performance evaluation, compensation, diversity management, and occupational health and safety. Students will participate in an HRM Business Simulation. As the HR Manager, students will experience making HR strategic decisions and observe the impact of their decision making on the organization.

## PLAR INFORMATION

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This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

## COURSE LEARNING OUTCOMES

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Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p>1.0 Explain the importance of human resources and its contributions to the organization.</p> <p>1.1 Define human resources management (HRM) and identify its processes and practices.</p> <p>1.2 Explain the importance of HRM to all employees.</p> <p>1.3 Discuss the relationship between the line manager and the HR practitioner.</p> <p>1.4 Describe current business topics facing organizations and their impact on people in organizations.</p> <p>1.5 Outline the key demographic and employee concerns.</p> <p>2.0 Describe the legal aspects of human resources management.</p> <p>2.1 Explain the impact of laws on the behaviour and actions of supervisors and managers.</p> <p>2.2 Discuss the legal framework of HRM in Canada.</p> <p>2.3 Explain and describe discrimination and harassment in the workplace.</p> <p>2.4 Identify the general types of employment laws in Canada.</p> <p>2.5 Explain the relationship between</p> | <p>employment equity and diversity.</p> <p>2.6 Discuss the concept of ethics in the management of human resources.</p> <p>3.0 Explain organizational culture and its importance to employees and the organization.</p> <p>3.1 Discuss the relationship of organizational culture and employee engagement.</p> <p>3.2 Describe the link between culture and healthy and safety in the workplace.</p> <p>3.3 Cite the measures to use to reduce health and safety concerns.</p> <p>3.4 Explain the importance of building a culture of well-being.</p> <p>3.5 Describe the programs and services that help create well-being in the organization.</p> <p>4.0 Describe the importance of job design as a foundation to HR processes and systems.</p> <p>4.1 Explain the manager's and the employee's role in defining and designing work.</p> <p>4.2 Discuss the relationship between job analysis and HRM processes.</p> <p>4.3 Explain the relationship between job analysis and a job description.</p> <p>4.4 Describe the uses of information gained</p> |
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- from job analysis.
- 4.5 Explain the relationship of job design to employee contributions.
- 5.0 Discuss planning for, recruiting and selecting the workforce.
- 5.1 Describe the relationship between HR planning, recruiting, and selecting people to work with the organization.
- 5.2 Compare the advantages and disadvantages of recruiting from within the organization.
- 5.3 Outline the advantages and disadvantages of external recruitment.
- 5.4 Explain the objectives of the selection process.
- 5.5 Describe the typical steps in the selection process.
- 5.6 Identify the various sources of information used for selection decisions.
- 6.0 Explain training and developing as it relates to employees.
- 6.1 Describe an effective orientation program and its benefits.
- 6.2 Discuss the systems approach to training and development.
- 6.3 Identify the principles of learning and how they facilitate training.
- 6.4 Identify the types of training and development methods used for all levels of employees.
- 6.5 Describe the training programs that are currently popular and emerging trends.
- 7.0 Define the concept of a performance management system and its role in organizations.
- 7.1 Describe the management practices necessary for a good performance management system.
- 7.2 Identify the steps in an effective performance management system.
- 7.3 Describe the different sources of performance review information.
- 7.4 Explain the various methods used for performance reviews.
- 7.5 Outline the characteristics of an effective performance review interview.
- 8.0 Outline the importance of rewarding and recognizing employees.
- 8.1 Explain an organization's concerns in developing a strategic rewards program.
- 8.2 Identify the various factors that influence the setting of pay levels.
- 8.3 Describe the major job evaluation systems.
- 8.4 Illustrate the compensation structure.
- 8.5 List the types of incentive plans.
- 8.6 Explain the employee benefits that are required by law.
- 9.0 Describe the rights of employees and employers in terms of the employment relationship.
- 9.1 Describe statutory rights, contractual rights, due process, and legal implications of those rights.
- 9.2 Identify the job expectancy rights of employees.
- 9.3 Discuss the meaning of discipline and how to investigate a disciplinary problem.
- 9.4 Explain the process of establishing disciplinary practices, including the proper implementation of organizational rules.
- 9.5 Outline the differences between progressive and positive discipline.
- 10.0 Describe labour relations and the collective bargaining process.
- 10.1 Describe labour relations and the collective bargaining process.
- 10.2 Outline the process by which unions organize employees and gain recognition as their bargaining agent.
- 10.3 Illustrate the functions labour unions perform at international, national, and local levels.
- 10.4 Describe the bargaining process and the bargaining goals and strategies of a union and an employer.
- 10.5 List the forms of bargaining power that a union and an employer may utilize to enforce their bargaining demands.
- 11.0 Explain the similarities and the differences of HRM in an international context.
- 11.1 Explain the economic, political-legal, and cultural factors in different countries that need to be considered from an HR perspective.

- 11.2 Illustrate how Canadian and international HRM differ.
- 11.3 Describe the staffing process for individuals working internationally.
- 11.4 Discuss the unique training needs for employees that work internationally.
- 11.5 Reconcile the difficulties of home- and host-country performance management systems.
- 11.6 Explain how labour relations differ around the world.

## GENERAL EDUCATION

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This is not a General Education course.

## ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
3. Execute mathematical operations accurately
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

## EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

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## COURSE EVALUATION

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Tests X 2

Assignments X 6

Final Reflection Paper

Simulation results

## PROGRAM SPECIFIC GRADING

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Tests comprise 20% of course mark

Virtual Online simulation & assignments 80% of course mark

### GRADING SYSTEM

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A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

\*For a complete chart of grades and descriptions, please see the Grading Policy.

## LEARNING RESOURCES

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Other Resources:

Required: Online Access to HR Simulation at Interpretive at [www.interpretive.com](http://www.interpretive.com) 44.95 US (Students will receive a registration from Interpretive)

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

## LEARNING ACTIVITIES

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Lecture, Discussion, Virtual Case Study, Online Simulation

## DELIVERY MODE

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This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

## ACADEMIC POLICIES

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Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity

and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

## COLLEGE POLICIES

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- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

## STUDENT SUCCESS SERVICES - Your Success Matters!

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Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email [studentsuccessnow@canadorecollege.ca](mailto:studentsuccessnow@canadorecollege.ca) or call 705.474.7600 ext 5205.

### FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

## WAIVER OF RESPONSIBILITY

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Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

## **HISTORICAL COURSE OUTLINES**

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Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.