

Course Outline

Department of Management  
School of Business and Economics

**HRMN 3820-3**  
**Human Resources (3,0,0)**

**Calendar Description**

Students are introduced to the management of an organization's workforce through the design and implementation of effective human resource policies and procedures. Current Canadian issues and practices are emphasized. Topics include the strategic role of human resources management, human resources planning, job analysis and design, recruitment and selection, employment equity, compensation, training and development, performance appraisal, occupational health and safety, and employee and industrial relations.

**Educational Objectives/Outcomes**

Upon completing this course, students will be able to:

1. Describe the critical role of human resource management in the workplace.
2. Determine the human resource needs of an organization.
3. Conduct a job analysis and produce a job description from the job analysis.
4. Evaluate the procedures and practices used for recruiting and selecting suitable employees.
5. Summarize the different types of employee benefits and compensation systems.
6. Assess training requirements and design a successful orientation and training program.
7. Illustrate an effective employee performance appraisal system.
8. Discuss workplace health and safety programs and the roles of the employer and the employee in enforcing health and safety policies and procedures.
9. Explain the responsibilities of human resource management specialists, administration, and employees in managing the employment relationship in a unionized or a non-unionized environment.

**Prerequisites**

CMNS 1290; ORGB 2810

Note: This course should be taken by students in the Minor in Management only. Students may not receive credit for more than one of HRMN 2820, HRMN 3820 or TMGT 1140 (C+ or higher).

**Co-requisites**

None

**Texts/Materials**

Dessler, G. C. Munroe, and N. Cole, Management of Human Resources, 3<sup>rd</sup> Canadian Edition, Pearson, 2011.

### **Student Evaluation**

Tests/quizzes	30-40%
Case studies/research projects/assignments	30-40%
Participation	0-10%
Final exam	30-40%

Students must pass the final exam to pass the course.

All students will attend the lectures for HRMN 2820 but the instructor will provide HRMN 3820 students will additional readings, additional or more complex assignments, and more challenging exams to increase the rigor of the course to the 3<sup>rd</sup> year level.

### **Course Topics**

1. Human Resources Management in Perspective
  - The Strategic Role of Human Resources Management
  - The Legal Environment
2. Meeting Human Resources Requirements
  - Designing and Analyzing Jobs
  - Human Resources Planning and Recruitment
  - Selection
  - Employment Equity
3. Total Compensation Management
  - Establishing a Strategic Compensation System
  - Employee Benefits and Services
4. Developing Human Resources
  - Orienting and Training Employees for High Performance
  - Performance Appraisal
5. Building Effective Employer-Employee Relationships
  - Occupational Health and Safety
  - Foundation of Effective Employee Relations
  - Labour Relations, Collective Bargaining, and Contract Administration

### **Methods for Prior Learning Assessment and Recognition**

As per TRU policy

### **Attendance Requirements – Include if different from TRU Policy**

As per TRU policy

**Special Course Activities – Optional**

**Use of Technology – Optional**