



## Course Outline

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Human Enterprise and Innovation  
School of Business & Economics

HRMN 2820 - **3.00** - Academic

Human Resource Management

## Rationale

GET analysis has identified that this course meets the Citizenship ILO criteria. See attached foci tool and notes under Educational Objectives/Outcomes.

## 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.

## Credits/Hours

**Course Has Variable Hours:** No

**Credits:** 3.00

**Lecture Hours:** 3.00

**Seminar Hours:** 0

**Lab Hours:** 0

**Other Hours:** 0

*Clarify:*

**Total Hours:** 3.00

**Delivery Methods:** (Face to Face)

**Impact on Courses/Programs/Departments:** No change

**Repeat Types:** A - Once for credit (default)

**Grading Methods:** (S - Academic, Career Tech, UPrep)

## Educational Objectives/Outcomes

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.
10. This course meets the Citizenship criteria. See attached foci tool demonstrating the match.
11. GET analysis has identified that this course meets the Citizenship ILO criteria. See attached foci tool and notes under Educational Objectives/Outcomes.

## Prerequisites

CMNS 1290-Introduction to Professional Writing and  
ORGB 2810-Organizational Behaviour

## Co-Requisites

## Recommended Requisites

## Exclusion Requisites

BBUS 3810-Intro to Human Resource Management  
HRMN 2821-Human Resource Management

BBUS 3811  
HRMN 3820-Human Resources  
TMGT 1140-Human Resources Management  
TMGT 1140-Human Resources Management

## Texts/Materials

### Textbooks

1. **Required** Dessler, G. C. Munroe, and N. Cole. *Management of Human Resources*, 3rd Canadian ed. Pearson, 2011

## Student Evaluation

The Course grade is based on the following course evaluations.

Tests/quizzes 30-40% (0.00%) Case studies/research projects/assignments 30-40% (0.00%) Participation 0-10% (0.00%) Final exam 30-40% (0.00%)

**Students must pass the final exam to pass the course.**

## 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

### **Last Action Taken**

Implement by Submission Preview Subcommittee Chair Shelley Church

Current Date: 29-Oct-20