



## Course Outline

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Human Enterprise and Innovation  
School of Business & Economics  
HRMN 3820 - **3.00** - Academic

Human Resources

## Rationale

In the Requisites section, the grade requirement of C+ for TMGT 1140-Human Resources Management was removed to indicate the equal academic rigour of the two courses.

## 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.

## Prerequisites

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

## Co-Requisites

## Recommended Requisites

## Exclusion Requisites

HRMN 2821-Human Resource Management  
HRMN 2821-Human Resource Management  
TMGT 1140-Human Resources Management  
TMGT 1140-Human Resources Management

BBUS 3811  
BBUS 3810-Intro to Human Resource Management  
HRMN 2820-Human Resource Management

## Texts/Materials

### Textbooks

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

**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 3rd 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

### **Last Action Taken**

Implement by Submission Preview Subcommittee Chair Joanne (Retired) Moores

Current Date: 29-Oct-20