

HRM 200  
Basic Human Resources Management

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Text: Managing Human Resources (Third Canadian Edition)  
Monica Belcourt, George Bohlander, Scott Snell and Arthur Sherman  
Nelson Publishing

### Course Description:

In a global economy HR can have a significant impact on the sustainable competitiveness of a company. To meet these challenges HR is becoming less transactional or operational and more strategic in nature, partnering with clients and looking to measure ROI.

This course serves as an introduction to Human Resource Management (HRM) and its contributions to the workplace. Among other things the course will look at HR's changing role, challenges, policies, procedures, the effective management of human capital, the importance of recruitment, selection and retention as well as legislative requirements.

Whether you aspire to a career in HR, management, work for yourself or someone else this course will provide you with helpful information and insights.

### My Expectations:

- on completing the course you will have an increased understanding/appreciation for the HR function, its role, concepts, principles and challenges
- everyone will participate in class discussion/activities, intrinsically this implies you will be in class both in body and spirit
- there will be a demonstrated respect for the diversity of others
- you will own or have regular access to the text as you will be expected to read assigned chapters for class discussion and testing
- if you are experiencing difficulty with me, the course, the material or your grades let me know quickly either via e-mail or meet with me prior to or by appointment after class
  - I will respect time
  - I will have some fun.....

### Your Expectations:

(To be determined)

### Logistics:

- the course runs from May 6 to July 29
- classes are scheduled for each Tuesday evening and to run from 7 to 10 pm
- break: 15 minutes between 8-8:30 pm

### Assessing Student Performance:

- Your final mark will be a numerical grade based on a mid term test, final exam and a number of class exercises.

Test Date	Chapters	Out of (Marks)
June 24	1 to 8	35
During the Final Exam Period	9 to 17	35

### Testing:

- You will be tested only once on each section of the course although there may be one crossover question on the final test.
- Tests will cover text book readings, handouts, lecture notes, video content as well as class discussion.
- Tests will be a combination of multiple choice, true/false, long and short answer questions.
- If you have special testing needs please let me know by May 27.

### Class Exercises:

There will be a number of exercises administered in class. These projects will be worth a total of 30 marks. Class exercises will be collected in class and cannot be made up at a later date.

### Course Outline:

Date	Topic	Readings
May 6	Challenge of HR Management	Chapter 1
May 13	Equity & Diversity in HR Management	Chapter 2
May 20	Job Requirements & Employee Contributions	Chapter 3
May 27	HR Planning & Recruitment	Chapter 4
June 3	Selection	Chapter 5
June 10	Training	Chapter 6
June 17	Career Development	Chapter 7
	Appraising & Improving Performance	Chapter 8
June 24	Test (in class)	

July 1	Managing Compensation	Chapter 9
July 8	Incentive Rewards	Chapter 10
July 15	Employee Benefits	Chapter 11
	Health & Safety	Chapter 12
July 22	Employee Rights & Discipline	Chapter 13
	The Dynamics of Labour Relations	Chapter 14
	Collective Bargaining & Contract Admin	Chapter 15
July 29	International HR Management	Chapter 16
	Creating High Performance Work Systems	Chapter 17

Final test will be during the final exam period as determined by the University

### Avoidance of Academic Offenses:

All students registered in the courses of the Faculty of Arts are expected to know what constitutes an academic offense, to avoid committing academic offenses, and to take responsibility for their academic actions. When the commission of an offense is established, disciplinary penalties will be imposed in accord with Policy #71 (Student Academic Discipline, see [http://www.adm.uwaterloo.ca/infoucal/UW/policy\\_71.html](http://www.adm.uwaterloo.ca/infoucal/UW/policy_71.html)). For information on categories of offenses and types of penalties, students are directed to consult the summary of Policy #71 (Student Academic Discipline) which is supplied in the Undergraduate Calendar (p.1:11). If you need help in learning how to avoid offenses such as plagiarism, cheating, and double submission, or if you need clarification of aspects of the discipline policy, ask your course instructor for guidance. Other resources regarding the discipline policy are your academic advisor and the Undergraduate Associate Dean.