

CPHR Academic Program Brief Course Descriptions

In these semester length courses, students are required to access multimedia online lectures, study readings in the assigned textbook(s), participate in interactive discussion boards with their fellow students and the instructor, submit midterms or assignments, and write a proctored final examination.

Accounting & Financial Management

Author: John Parkinson Ph.D., Professor of Accounting, York University

Instructor: Mike Cornacchia

Financial and management accounting knowledge is necessary to enable Human Resources Managers (HRM) to do their job effectively. In some cases, where the HRM are expected to carry out the activity, a detailed knowledge is required. This would be the case, for example, in respect of the preparation of operating budgets within HR, and the interpretation of control information based on those budgets. In other cases the HRM is expected to have a working understanding of the challenges faced by fellow members of the management team, where a familiarity with the concepts is more important than detailed knowledge.

Human Resources Management

Author: Monica Belcourt, PhD, professor, Human Resources Management, York University

Instructor: Vita Lobo

Human Resources Management will help you understand how successful people management can lead to better working conditions and employee performance. Dr. Monica Belcourt, author of Canada's best-selling textbook on the subject, leads a comprehensive introduction to the core topics of human resources management including human resources planning, recruitment, selection, performance appraisal, industrial relations, employment law, health and safety, and training and development.

Industrial Relations

Author: Travor C Brown, PhD, professor, Memorial University and Robert Hebdon, professor, McGill University

Instructor: Vita Lobo

In Canada, approximately one in three employees are represented by unions. This course provides an introduction to the economic, legal, political and social aspects of industrial relations in Canada. While the emphasis of the course will be on the union-management relationship, non-union representation issues will also be examined. Topics to be covered include: labour and employment law, collective bargaining, grievances and arbitration, strikes, as well as the rights of the employer and union.

Organizational Behaviour

Author: Alan Saks, PhD, professor, Centre for Industrial Relations and Human Resources, Joseph L. Rotman School of Management, University of Toronto

Instructor: Madeleine Maruaniy

Organizational behaviour is the study of how people behave both individually and within informal and formal groups. Every organization's performance is ultimately dependent on the motivational levels of its human resources and the willingness and ability of people to work harmoniously and effectively towards the accomplishment of shared goals. Organizational Behaviour explores and examines the interrelationships of individual personality and work, the characteristics of organizations and their environments and the challenges presented by the ever-changing combination of these factors.

Occupational Health and Safety

Author: Professor Deborah Zinni, Brock University

Instructor: Jan Boase

This course provides a basic knowledge of health and safety and will be useful to all employees, regardless of whether they are directly, or indirectly responsible for health and safety. Emphasis is placed on legislation, chemical and biological agents, physical agents, psychosocial hazards, hazard recognition and assessment, hazard control, accident investigation, and other relevant topics. By the end of this course students will understand their responsibilities as related to the internal responsibility system, and that health and safety is everybody's responsibility.

Recruitment and Selection

Author: Professor Mary Jo Ducharme, School of Human Resources Management York University and Mark Podolsky

Instructor: Mark Podolsky

This course provides an introduction to the current issues and procedures that are used in recruitment, selection and appraisal of employees in Canadian organizations. We will be reviewing such topics as Canadian legal standards, the utility of scientific approaches to selection and the steps involved in developing and validating a selection system

Strategic Compensation

Authors: Dr. Parbudyal Singh, professor, Human Resources Management, York University

Instructor: Dr. Parbudyal Singh

This course provides the student with an understanding of the objectives of a compensation program; the process and techniques of wage and salary determination; issues and problems in incentive systems; benefits and services, and the management of these programs.

Strategic Human Resources Planning

Authors: Monica Belcourt, PhD, professor, Human Resources Management, York University,
Ron Alexandrowich and Mark Podolsky

Instructor: Stephanie Milliken

The course provides students with an understanding of the personnel planning process, the quantitative and qualitative techniques used in forecasting personnel requirements, and possible solutions to shortages and surpluses. Students will understand the implications for various human resource functions as a result of strategic options such as restructuring, mergers; outsourcing and international ventures. Students will gain a solid understanding of how to measure the effectiveness of all these processes.

Training and Development

Author: Professor Alan Saks, University of Toronto

Instructor: Professor Marie-Hélène Budworth

Teaching students about the training and development process in organizations is the focus of this course. In Training and Development, students will learn about training needs analyses, the various methods associated with training and development interventions, and how to design and evaluate training programs in an effective fashion. The overall goal is to provide a well-rounded approach to training and development that is applicable to students in human resources.