

## Spring 2020 Launch of the CPHR Online Academic Program by Captus Press

The new online program focuses on completing the new nine academic course requirement that assists candidates in meeting the HR technical component required for certification. The courses are offered at the college/university undergraduate level and shall substantially cover the Competency Framework within each related subject.

- **Program Courses\***

- Financial and Management Accounting
- Human Resources Management Industrial Relations
- Occupational Health and Safety
- Organizational Behavior
- Recruitment and Selection
- Strategic Compensation
- Strategic Human Resources Planning
- Training and Development

Course authors are leading academics from Canadian Universities. Course instructors need to have equivalent qualifications to those instructing undergraduate programs.

- **Initial Offering – with Registration Beginning in March for the Spring Semester (May –July with flexible commencement dates from May 4 to May 14)**

- Training and Development
- Recruitment and Selection
- Strategic Compensation
- Organizational Behavior

The remainder of the courses will be introduced in the Fall 2020 and Winter 2021 semesters.

Mounting a section of a course shall require a minimum of 20 registrants (in total from across Canada).

- **Pedagogy and Assessment**

- Multimedia lectures – Audio and slides, available 24 X 7
- Assigned textbook readings
- Instructor moderated Discussion Boards for general questions
- Instructor moderated Discussion Boards on Course topics for participation credit
- At least one major assignment
- Online, live Proctored final examination that must be passed in order to obtain course credit.

## **Course Summaries**

### **Accounting & Financial Management**

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

Financial and management accounting knowledge is necessary to enable a Human Resource Manager (HRM) to do her/his job effectively. In some cases, where the HRM is expected to carry out the activity herself, a detailed knowledge is required. This would be the case, for example, in respect of the preparation of operating budgets for her area of responsibility, 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 face by her/him fellow members of the management team, where a familiarity with the concepts is more important than detailed knowledge. This would be the case, for example, in respect of the preparation of the income statement and balance sheet for external users.

### **Human Resources Management**

*Author: Monica Belcourt, PhD, Professor, and Michael McGarry Human Resources Management, York University*

Human Resources Management will help you understand how effective people in management can lead to the creation of better working conditions and improved 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: Trevor C Brown, PhD, Professor, Memorial University and Robert Hebdon, PhD, Professor, McGill University*

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*

Organizational behavior 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 Behavior 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 Kevin Kelloway, PhD, Saint Mary's University*

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 will be placed on legislation, chemical and biological agents, physical agents, psychosocial hazards, hazard recognition and assessment, hazard control, accident investigation, and other topics of interest. 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, PhD, School of Human Resources Management York University and 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. It covers such topics as Canadian legal standards, the utility of scientific approaches to selection and the steps involved in developing and validating a selection system.

In this online credit course, you will access multimedia lectures, participate in a discussion board, submit a midterm assignment and write a final exam, all online. See the course outline for full details.

## **Strategic Compensation**

*Authors: Parbudyal Singh PhD, Professor, Human Resources Management, York University*

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*

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: Alan Saks, PhD, Professor, University of Toronto*

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 as well as those seeking careers in other areas of business and management.

[Registration and more info here](#)