

Co-op Program

HUMAN RESOURCES MANAGEMENT



This Human Resources Management degree program focuses on applied professional HR practices and solutions to prepare students for work in medium and large companies, as well as in the public and private consulting sectors. With their diverse practical skills and experience, these graduates will have a chance to pursue career opportunities ranging from general practitioners to specialists in various business segments.

The HR Management program is fully integrated with the Bachelor of Business Administration curriculum, giving students the opportunity to acquire specific knowledge and qualities in the field of administrative management while developing their HR management expertise. Students learn to recognize and comprehend issues associated with the world of business and management, which makes them an invaluable resource to contribute to the efficiency and effectiveness of your organization. They can also join the Ordre des conseillers en ressources humaines agréés.

WHAT OUR STUDENTS CAN DO FOR YOU

Labor Relations, Health and Safety

- Collective agreement analysis
- Workplace benchmarking
- Preparatory reports for negotiations
- CSST claims (grievance and jurisprudence)
- Social and recognition events
- Data collection

Recruitment

- Job posting
- Pre-selection
- Selection interviews
- Managing and follow-up

Compensation and Benefits

- Job description
- Compilation of statistics
- Employee benefits management
- Performance evaluation
- Pay equity analysis

Training and Integration

- Update of staff records
- Integration of new employees
- Employee manuals
- Identify training needs
- Training coordination
- Collaboration in the development of management tools



KNOWLEDGE AND SKILLS

| Term | Description |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S-1 | Introduction to management Business governing principles; management problem-solving; management process; introductory financial accounting; financial statement presentation; accounting system logic and basic marketing concepts. |
| S-2 | HR fundamental concepts Introduction to HR; personnel management and labor relations; foresight HR analysis; annual reports; financial management; IT tools for administrative managers; statistical data analysis and analysis of financial statements. |
| S-3 | Further HR studies Skills development; terms and interpretation of collective agreements; legal implications; concepts and practices of financial management; compensation and benefits; laws applicable to HR management. |
| S-4 | HR management practices Identification of management mechanisms; principles of micro- and macroeconomics; analytical tools and taxation concepts; occupational health and safety; human resource management research. |
| S-5 | Strategy and negotiation Collective bargaining process concepts and experimentation through simulation; performance management; recruitment and selection; information technology and operations management. |
| S-6 | HR work and advisory role Creativity and teamwork; understanding a strategic management model and an advisor's role in management decisions; organizational development concepts; HR related software. |

ORGANIZATION OF STUDY (S) AND WORK TERM (W)

| 1st year | | | 2nd year | | | 3rd year | | | 4th year |
|----------|-----|-----|----------|-----|-----|----------|-----|-----|----------|
| FALL | WIN | SUM | FALL | WIN | SUM | FALL | WIN | SUM | FALL |
| S-1 | S-2 | W-1 | S-3 | W-2 | S-4 | W-3 | S-5 | S-6 | |
| | S-1 | S-2 | S-3 | W-1 | S-4 | W-2 | S-5 | W-3 | S-6 |