Area of Interest: Business

Human Resources Management

Ontario College Graduate Certificate  Academic Year: 2020/2021
1 Year  Program Code: 1311X01FWO
Ottawa Campus

Our Program

Learn knowledge and skills to support human capital in any organization that will launch your human resources career.

The one-year Human Resources Management Ontario College Graduate Certificate program prepares you to be a human resources practitioner. This program offers you applied and theoretical lessons focusing on building human resources management graduate-level knowledge and skills needed to attract, select and retain the best organizational talent.

In addition, you learn the foundational knowledge required to act as a strategic partner in an organization. Faculty includes credentialed academics and practitioners from across the spectrum of human resources practice who are dedicated to preparing you for career success.

Acquire essential knowledge and skills related to finance and accounting, organizational behaviour, project management and employment law. Explore the psychology of the workplace, the legal environment, accounting, and economics.

Adopt an applied approach, exploring:

• recruitment and selection
• compensation
• employee and labour
• industry relations

In your second semester, you may qualify to complete an unpaid work placement. This gives you the opportunity to practice your skills and integrate your knowledge in a real-world organization.

Work toward your Certified Human Resources Professional (CHRP) accreditation from the Human Resources Professional Association (HRPA). The nine certified human resources professional coursework requirements from the HRPA are within this certificate and approved by HRPA.

Upon graduation, you are ready for a rewarding career in human resources management. You could find employment in many for-profit and non-profit organizations, such as hi-tech, manufacturing or retail. You could assume the role of:

• human resources generalist
• human resources coordinator
• human resources business partner
• occupational health and safety specialist
• recruiter
• training and development specialist
• labour relations specialist
• compensation analyst

SUCCESS FACTORS
This program is well-suited for students who:
• Thrive in team-based environments.
• Are interested in how people drive performance in organizations.
• Possess advanced communication skills.
• Adapt well to change.
• Are motivated to lead, advocate for and champion organizations and employees.

Employment
Graduates may pursue careers as human resources assistants, generalists, coordinators, advisors, or business partners.

Learning Outcomes
The graduate has reliably demonstrated the ability to:
• Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
• Administer and contribute to the design and evaluation of the performance management program.
• Develop, implement, and evaluate employee orientation, training, and development programs.
• Facilitate and support effective employee and labour relations in both non-union and union environments.
• Research and support the development and communication of the organization`s total compensation plan.
• Collaborate with others in the development, implementation, and evaluation of organizational health and safety policies and practices.
• Research and analyze information needs and apply current and emerging information technologies to support the human resources function.
• Develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness.
• Present and evaluate communication messages and processes related to the human resources function of the organization.
• Manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice.
• Facilitate and communicate the human resources component of the organization`s business plan.
• Conduct research, produce reports, and recommend changes in human resources practices.
• Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.
Program of Study

<table>
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<tr>
<th>Level: 01</th>
<th>Courses</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ACC4110</td>
<td>Accounting and Finance</td>
<td>42.0</td>
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<tr>
<td>HRM4110</td>
<td>Organizational Behaviour</td>
<td>42.0</td>
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<tr>
<td>HRM4111</td>
<td>Recruitment and Selection</td>
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<td>LAW4110</td>
<td>Employment Law</td>
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<tr>
<td>MGT4110</td>
<td>Human Resources Management</td>
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<tr>
<td>MGT4111</td>
<td>Project Management</td>
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<tr>
<th>Level: 02</th>
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<tbody>
<tr>
<td>HRM4120</td>
<td>Total Rewards</td>
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</tr>
<tr>
<td>HRM4122</td>
<td>Labour Relations</td>
<td>42.0</td>
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<tr>
<td>HRM4123</td>
<td>Training and Development</td>
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<tr>
<td>HRM4124</td>
<td>Human Resources Planning</td>
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<tr>
<td>HRM4125</td>
<td>Human Resources Management Research and Information Systems</td>
<td>28.0</td>
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<tr>
<td>HRM4126</td>
<td>Employee Relations</td>
<td>18.0</td>
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<tr>
<td>OHS4120</td>
<td>Occupational Safety and Health</td>
<td>42.0</td>
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Electives: 1 with Departmental Approval

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<tr>
<td>FLD4127 Field Placement</td>
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<tr>
<td>HRM4127 Human Resources Career Planning</td>
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Fees for the 2020/2021 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at [https://www.algonquincollege.com/fee-estimator](https://www.algonquincollege.com/fee-estimator).

Further information on fees can be found by visiting the Registrar’s Office website at [https://www.algonquincollege.com/ro](https://www.algonquincollege.com/ro).

Fees are subject to change.

Additional program related expenses include:

Students are required to supply and use a laptop computer that meets minimum hardware and software specifications as outlined at [https://www7.algonquincollege.com/byod](https://www7.algonquincollege.com/byod).

Admission Requirements for the 2021/2022 Academic Year

Program Eligibility

- Ontario College Advanced Diploma or Degree or equivalent.

- Applicants with international transcripts must provide proof of the subject specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).

- IELTS—International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL—Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading 22; Listening 22; Speaking 22; Writing 22.

Admission Requirements for 2020/2021 Academic Year

Program Eligibility

- Ontario College Advanced Diploma, Degree or equivalent.
• International applicants must provide proof of the subject specific requirements noted above along with proof of either: (IELTS / TOEFL) IELTS-International English Language Testing Service (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading 22; Listening 22; Speaking 22; Writing 22.

• Applicants with international transcripts must provide proof of the subject specific requirements noted above and may be required to provide proof of language proficiency.

Application Information

HUMAN RESOURCES MANAGEMENT
Program Code 1311X01FWO

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca
60 Corporate Court
Guelph, Ontario N1G 5J3
1-888-892-2228

Applications are available online at http://www.ontariocolleges.ca/. A $95 fee applies.

Applications for Fall Term and Winter Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information:
https://algonquincollege.force.com/myACint/.

For further information on the admissions process, contact:

Registrar`s Office
Algonquin College
1385 Woodroffe Ave
Ottawa, ON K2G 1V8
Telephone: 613-727-0002
Toll-free: 1-800-565-4723
TTY: 613-727-7766
Fax: 613-727-7632
Email: AskUs@algonquincollege.com

Additional Information

Programs at Algonquin College are Bring Your Own Device (BYOD). To see the BYOD requirements for your program, please visit: https://www7.algonquincollege.com/byod/.

Students must successfully complete all Level 01 courses in order to progress to Level 02.

In Level 02, students who qualify (see qualification standards below), can choose between a 28-hour field placement (unpaid) or HRM4127 Human Resources Career Planning.

In order to qualify for field placement, students must be registered full time in the program, have completed all Level 01 courses, be on cycle with a cumulative GPA of 3.0, and have no academic encumbrances. Students must be registered and participating in all Level 02 courses.

This program is also offered full-time and part-time online through the Centre for Continuing and Online Learning.

These nine courses fulfill the HRPA coursework requirements only:

• ACC4110 Accounting and Finance
• HRM4110 Organizational Behaviour
• HRM4111 Recruitment and Selection


- MGT4110 Human Resources Management
- HRM4120 Total Rewards
- HRM4122 Labour Relations
- HRM4123 Training and Development
- HRM4124 Human Resources Planning
- OHS4120 Occupational Safety and Health

Please visit the HRPA website at [http://www.hrpa.ca/](http://www.hrpa.ca/) for complete designation requirements.

For more program information, please contact Dr. Carol Ann Samhaber, Program Coordinator, at 613-727-4723 ext. 5260 or [mailto:samhabc@algonquincollege.com](mailto:samhabc@algonquincollege.com).

**Course Descriptions**

**ACC4110 Accounting and Finance**

In order to form strategic business decisions, human resources professionals must have an understanding of management finance and accounting principles. Students experience an introduction to key accounting principles and the analysis of financial statements. Students discover how financial information is used in forecasting, budgeting, management and the measurement of business operations.

Prerequisite(s): none  
Corequisite(s): none

**FLD4127 Field Placement**

Qualified human resources students have the opportunity to apply academic knowledge to a workplace setting. Students who meet the requirements secure positions in organizations to assume human resources responsibilities.

Prerequisite(s): ACC4110 and HRM4110 and HRM4111 and LAW4110 and MGT4110 and MGT4111  
Corequisite(s): none

**HRM4110 Organizational Behaviour**

Organizational behaviour examines how people and teams interact in the workplace from both practical and theoretical perspectives. Students explore human communication, learning and motivation, ethics, creativity, leadership, power and conflict and change management. Knowledge of organizational behaviour guides human resource practitioners as they build, grow and develop organizations within the ever-changing business landscape.

Prerequisite(s): none  
Corequisite(s): none

**HRM4111 Recruitment and Selection**

Essential to an organization's success in meeting goals and remaining competitive is the ability to attract and select high performance employees. Students examine theories and best practices in talent acquisition, specifically, how recruitment and selection links to organizational goals and strategies. Students learn all aspects of the recruitment cycle, including job analysis, attraction and recruitment of candidates, the employee selection processes and decision-making methodologies.

Prerequisite(s): none  
Corequisite(s): none

**HRM4120 Total Rewards**
In order to prosper in a competitive and changing environment, organizations must practice effective total reward strategies. Total rewards include all pay structures, benefits, and rewards. Students explore both theoretical and practical applications and strategies to compensation design and management within an organizational framework. Students examine the external and internal environments of an organization, job evaluation, pay structures, benefits programs, and changing employment conditions and trends.

Prerequisite(s): ACC4110 and HRM4110 and LAW4110 and MGT4110 and MGT4111
Corerequisite(s): none

HRM4122 Labour Relations

Human resources professionals often work in unionized environments, which provide a specific set of opportunities and challenges for an organization. Students appreciate the history and influence unions have in the Canadian work environment. Students also analyze and apply theories and best practices to the certification process, collective bargaining process, and employee management in a unionized workplace. Students simulate best practices in a unionized workplace.

Prerequisite(s): HRM4110 and LAW4110 and MGT4110
Corerequisite(s): none

HRM4123 Training and Development

Organizations must remain competitive and agile and to do so requires high performance employees with the necessary knowledge and skills. Employee human resources practitioners contribute to achieving this goal through employee training and development. Students examine the theories and best practices of the training cycle, beginning with needs analysis through to training evaluation. Students also explore employee onboarding, development, and knowledge of the costs and benefits associated with training and development initiatives.

Prerequisite(s): HRM4110 and MGT4110
Corerequisite(s): none

HRM4124 Human Resources Planning

Human resources professionals have a significant impact when assisting organizations in developing and executing strategic plans and initiatives. Students confront the challenges and demands of human resources planning including analyzing and assessing human resources requirements, downsizing, restructuring, mergers and acquisitions, outsourcing, international human resources, and succession planning.

Prerequisite(s): HRM4110 and LAW4110 and MGT4110 and MGT4111
Corerequisite(s): none

HRM4125 Human Resources Management Research and Information Systems

Focusing on the business research process and the human resources information systems of an organization are important responsibilities of human resources practitioners. Students examine business research techniques to aid in human resources management. In addition, students develop knowledge of the importance of application of technology within the human resources profession by focusing on the human resources information systems.

Prerequisite(s): ACC4110 and HRM4110 and HRM4111 and LAW4110 and MGT4110 and MGT4111
Corerequisite(s): none

HRM4126 Employee Relations

Human resources professionals design and execute employee relations initiatives, from overseeing the employee performance management process to employee discipline and terminations. Students explore a variety of employee relations scenarios. Students focus on building theoretical and practical frameworks that draw upon current best practices and legal considerations while working with employees in an organization.
HRM4127 Human Resources Career Planning

Human resources students explore career planning and development strategies including building a professional portfolio, job search strategies, interviewing skills and networking techniques. Additional discussions around workplace ethics and opportunities and membership in professional associations rounds out this preparation for employment.

Prerequisite(s): ACC4110 and HRM4110 and HRM4111 and LAW4110 and MGT4110 and MGT4111
Corerequisite(s):none

LAW4110 Employment Law

In today's workplace human resources professionals are making important decisions impacted by Canadian legislation that is both employer and employee focused. Students explore the fundamentals of Canadian legislation which relate to the workplace including a strong focus on working in Ontario. This legislation includes Employment Standards, Human Rights, Occupational Health and Safety, Pay Equity and Worker's Compensation. Students examine landmark cases and current legal issues which are undergoing interpretation by Canadian lawmakers. The legal framework is applied in developing policies and practices that impact organizations within the Canadian legal context.

Prerequisite(s): none
Corerequisite(s):none

MGT4110 Human Resources Management

Human capital is a critical organizational resource that contributes to goal attainment, strategy, financial results and sustainability of the organization. Students explore all areas of human resources management that are critical to providing progressive talent management. Students analyze human resources planning, employee recruitment and selection, training and development, performance management, compensation and benefits, and employee and labour relations. In addition, the concepts of occupational health and safety and international human resources management are also examined.

Prerequisite(s): none
Corerequisite(s):none

MGT4111 Project Management

Project management focuses on the application of project management theories and practices to human resources activities. Using software, students apply work breakdown structures, budgets, and resources reports to achieve timely delivery of human resources projects.

Prerequisite(s): none
Corerequisite(s):none

OHS4120 Occupational Safety and Health

Occupational health and safety in Canada is defined by a system of shared responsibilities. An overview of occupational health and safety issues, legislation and programs is presented. Students examine the duties and obligations as prescribed under the Occupational Health and Safety Act of Ontario. Furthermore, students study the role of the Workplace Safety and Insurance Board, regulatory compliance, hazards, incident prevention, employee wellness that affect the wellbeing of employees.

Prerequisite(s): ACC4110 and HRM4110 and HRM4111 and LAW4110 and MGT4110 and MGT4111
Corerequisite(s):none