

Area of Interest: Business

Human Resources Management

Ontario College Graduate Certificate

Program Code: 1311X01FWO

1 Year

Ottawa Campus

Our Program

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

The one-year Human Resources Management Ontario College Graduate Certificate program prepares you to be a human resources management professional. This program offers you both 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 human resource management strategic business partner in an organization. Faculty includes credentialed academics and practitioners from across the spectrum of human resources management 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.

Adopt an applied approach of the theories, exploring:

- recruitment and selection
- compensation
- employee and labour relations
- training and development
- human resources strategic planning
- industrial relations
- occupational health and safety

In your second semester, you may qualify to complete an unpaid field 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 Leader (CHRL) 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 prepared for a rewarding career in human resources management. You could launch your career in both for-profit and non-profit organizations, such as hi-tech, health care, manufacturing, or retail. You could assume the role of:

- human resources management generalist
- human resources management coordinator
- human resources management 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 organizational strategy and performance.
- Possess advanced people, communication, and project management skills.
- Adaptable to change.
- Are motivated to lead, advocate for and champion organizations and employees.

Employment

Graduates may pursue careers as human resources management assistants, generalists, coordinators, advisors, specialists, 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

- 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

Level: 01	Courses	Hours
ACC4110	Accounting and Finance	42.0
HRM4110	Organizational Behaviour	42.0
HRM4111	Recruitment and Selection	42.0
LAW4110	Employment Law	42.0
MGT4110	Human Resources Management	42.0
MGT4111	Project Management	42.0
Level: 02	Courses	Hours
HRM4120	Total Rewards	42.0
HRM4122	Labour Relations	42.0
HRM4123	Training and Development	42.0
HRM4124	Human Resources Planning	42.0
HRM4125	Human Resources Management Research and Information Systems	28.0
HRM4126	Employee Relations	18.0
OHS4120	Occupational Safety and Health	42.0
Electives: 1 with Departmental Approval	Courses	Hours
FLD4127	Field Placement	28.0
HRM4127	Human Resources Career Planning	28.0

Fees for the 2023/2024 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>.

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro>.

Fees are subject to change.

Admission Requirements for the 2024/2025 Academic Year

Program Eligibility

- Ontario College Advanced Diploma or Degree or equivalent.
- Applicants with international transcripts must provide proof of the subject-specific

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- 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; OR Duolingo English Test (DET) Overall 120, minimum of 120 in Literacy and no score below 105.

Admission Requirements for 2023/2024 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.

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/>.

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
Contact: <https://www.algonquincollege.com/ro>

Additional Information

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

In Level 02, qualified students (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 AC Online.

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/> for complete designation requirements.

Contact Information

Program Coordinator(s)

- Dr. Carol Ann Samhaber, <mailto:samhabc@algonquincollege.com> , 613-727-4723, ext. 5260

Course Descriptions

ACC4110 Accounting and Finance

In order to make strategic business decisions, human resources management professionals must have an operational understanding of 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

Corerequisite(s):none

FLD4127 Field Placement

Qualified human resources management students have the opportunity to apply academic knowledge and skills to a workplace setting. Students who meet the requirements may then secure internships in organizations to assume human resources management responsibilities.

Prerequisite(s): ACC4110 and HRM4110 and HRM4111 and LAW4110 and MGT4110 and MGT4111

Corerequisite(s):none

HRM4110 Organizational Behaviour

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

Prerequisite(s): none

Corerequisite(s):none

HRM4111 Recruitment and Selection

Essential to an organization's success in achieving the organizational strategy 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 strategic goals. Students learn all aspects of the recruitment process, including job analysis, attraction and recruitment of candidates, the employee selection process, decision-making methodologies, and recruitment and selection metrics.

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

HRM4120 Total Rewards

In order to prosper in a competitive and changing environment, organizations must adopt effective total reward strategies. Total rewards includes all pay structures and benefits. Students explore both theoretical and practical applications and strategies to compensation design and management. Job evaluation, pay structures, benefits programs and changing employment conditions and trends are all explored in both theoretical and artificial intelligence environments.

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

HRM4122 Labour Relations

Human resources management professionals may practice in unionized organizations, which provide a specific set of opportunities and challenges for an organization. Students appreciate the history and influence unions have in the Canadian workplace. Students also analyze and apply theories and best practices to the certification process, collective bargaining process, and employee management 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 management professionals contribute to achieving this goal through employee training and development. Students examine the theories and best practices of employee training, beginning with needs analysis through to training metrics in both theoretical and artificial intelligence environments. Students also explore employee onboarding, development, and knowledge of the costs and benefits analysis associated with training and development.

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

HRM4124 Human Resources Planning

Human resources management professionals have a significant impact upon organizations when developing and executing strategic plans. Students explore the challenges and demands of human resources management planning including analyzing and assessing labour planning, 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 management information

systems are important responsibilities of human resources management professionals. 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 management profession by focusing on the human resources management information systems.

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

HRM4126 Employee Relations

Human resources management professionals design and execute employee relations strategies from employee performance management to employee discipline, terminations, and exit interviews. Students focus on building both theoretical frameworks that draw upon best practices and legal considerations within employee relations.

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

HRM4127 Human Resources Career Planning

Human resources management students explore develop their career planning 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 round out this preparation for employment.

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

LAW4110 Employment Law

Human resources management professionals make important decisions impacted by both federal, provincial and territorial legislation. Students explore the legislative fundamentals which relate to the workplace including a predominant focus on Ontario. This legislation includes Employment Standards Act, Human Rights, Occupational Health and Safety, Pay Equity and Worker's Compensation. The legal framework is considered within human resources management policies and practices.

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

MGT4110 Human Resources Management

Human capital is a critical organizational resource that contributes to the organizational strategy, financial and corporate social responsibility of organizations. Students explore all areas of human resources management that are critical to progressive talent management. Students analyze human resources planning, employee recruitment and selection, training and development, performance management, compensation and benefits, health and safety, employee and labour relations and international human resources management.

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

MGT4111 Project Management

Project management focuses on the application of project management theories and practices to human resources management. Software is adopted as students apply work breakdown structures, budgets, and resources reports to achieve timely delivery of human resources management 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 and legislation are 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