

Human Resource Studies Certificate (HRST)

PART-TIME

Program Description

This program is designed to prepare students to enter the human resources management profession. The program also serves as professional development for practitioners wishing to pursue their CHRP credential. The nine approved courses leading to the Human Resources Professional Association designation known as the Certified Human Resources Professional (CHRP) are all mandatory courses for the certificate.

Career Opportunities

Graduates have acquired the knowledge, skills and attitudes necessary for entry level and intermediate positions in a variety of human resource environments in all business sectors.

Positions obtained by graduates of this program include:

- Human Resources Assistant
- Human Resources Generalist
- Compensation Clerk
- Occupational Health and Safety Officer
- Recruiter or Recruiting Assistant

Graduation Requirements

9 Program Courses

ACCT1003	Finance and Management Accounting
BUSI1001	Introduction to Organizational Behaviour
HURM1000	Human Resources Management Foundations
HURM1002	Labour Relations
HURM1004	Compensation
HURM1005	Human Resources Planning
HURM1006	Training and Development
HURM1007	Recruitment and Selection
HURM1022	Occupational Health and Safety

When can I start taking courses?

Intakes

September, January, May

Are these courses part of a diploma program?

All nine courses are from the Business Administration – Human Resources 3-year diploma.

Can I use these courses for HRPA designations? YES!

External Recognition

Professional Designation – Certification Process

Students interested in obtaining the Certified Human Resources Professional (CHRP) designation through the Human Resources Professionals Association (HRPA) must successfully complete nine courses before registering for the Comprehensive Knowledge Exam (CKE). These academic course requirements comprise the core human resources competencies:

- Human Resources Management
- Occupational Health and Safety
- Compensation
- Recruitment and Selection (Staffing)
- Finance and Accounting
- Organizational Behaviour
- Labour Relations
- Human Resources Planning
- Training and Development

Human Resources Professional Association (HRPA) is the governing body that regulates the Human Resources profession in Ontario.

HRPA – CKE eligibility requirements mandate that students must have an average of 70% in each of the nine courses with no individual course achieving lower than 65%.

Professional designation regulations and requirements are found on the [HRPA website](#).

Can I take this program online?

Yes – some courses are delivered asynchronously and some courses are delivered synchronous online.

Asynchronous – no live classes. Work at your own pace week to week. Weekly deadlines (in most cases) for assignments and assessments.

Synchronous online – live classes will be scheduled one day per week from 6-9pm. Students should expect to attend class for live lectures etc. These classes do not require you to come to campus.

You will not be required to be on campus for any part of the course delivery types above.

Wondering if studying online is right for you?

If you are wondering whether studying online is right for you – review the information at the links below as it may be helpful!

<https://ecampusontario.pressbooks.pub/learnonline/chapter/chapter-1/>

<https://studyonline.ca/resources/study-online-tips/>

How do I know which courses to take? Where can I see course fees?

We have set a schedule up for you – review the Delivery Schedule posted on the [HRST](#) page.

Influence workplace culture and employee satisfaction as an HR professional

Human Resources Studies Certificate program

Enter an in-demand field in the face of a changing workforce. Explore recruitment, labour laws, compensation and more. Graduate job-ready and pursue your CHRB designation!

[Delivery schedule](#)

[OntarioLearn equivalencies](#)

[Information package](#)



On this page:

- [Program information](#)
- [Course information](#)
- [How to apply](#)
- [Frequently asked questions](#)
- [Contact us](#)

[Take the CareerMatch quiz](#)

[2023-2024 program outline](#)

[2023-2024 outline \(PDF\)](#)

[Program outline archive](#)

What is the cost of the program?

There is no program fee for this certificate program. Payment is per course, as you register.

Course fees vary from \$344.40 to \$554.20 (as of Fall 2023)

The course fees change year-to-year and course to course. The best source for accurate fees is to check the website: [HRST](#)

Click on
Course name
to view fees
and schedule

Course offerings and equivalents		
Currently available courses are linked below.		
Course title	Course code	OntarioLearn equivalents
Compensation	HURM 1004	
Finance and Management Accounting	ACCT 1003	Managerial Cost Acctg.(ODE)
Human Resources Management Foundations	HURM 1000	
Human Resources Planning	HURM 1005	
Introduction to Organizational Behaviour	BUSI 1001	
Labour Relations	HURM 1002	
Occupational Health and Safety	HURM 1022	Legislation Health/Safety(ODE)
Recruitment and Selection	HURM 1007	
Training and Development	HURM 1006	Training and Development (ODE)

Each course listed links to course sections with fees. Sample Georgian College course:

Human Resources Planning

HURM 1005

Course description

Topics include analyzing, assessing and programming for the human resources requirements of organizational business plans and strategies. Quantitative as well as qualitative concepts, approaches and techniques are emphasized

Credits

3

Course Hours

42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

Human Resources Planning - HURM 1005

Tuesday, Sept. 5, 2023

HUMAN RESOURCES PLANNING - HURM 1005

Fee: \$344.4

Course registration number: 10112

Start: Tuesday, Sept. 5, 2023

End: Friday, Dec. 15, 2023

Class times

Days	Times	Building - Room
Thursday	6:00 to 9:00 p.m.	Online

Campus: Barrie

Add to cart

This section is online synchronous:
It has a day and time and is listed as Online.

You will be required to attend live virtual classes on Thursday evenings.

Sample section – Georgian College asynchronous course

Human Res. Mgmt. Foundations - HURM 1000

Tuesday, Sept. 5, 2023

HUMAN RES. MGMT. FOUNDATIONS - HURM 1000

Fee: \$344.4

Course registration number: 10113

Start: Tuesday, Sept. 5, 2023

End: Friday, Dec. 15, 2023

Class times

Days	Times	Building - Room
Online		

Campus: Barrie

Add to cart

This section is online asynchronous:
There is no day/time.

It is listed only as Online.

There are no live classes.

Why do some courses have (ODE) in the name?

These courses are offered through OntarioLearn. You can find more information on OntarioLearn in the [FAQs](#).

OntarioLearn courses are set up as equivalents to the Georgian College program courses. You can choose to take the ODE courses (when available) or the Georgian program courses.

NOTE: if you are taking courses through **OntarioLearn** you will receive login information via email from the OntarioLearn office.

When a Georgian College course is not available to be delivered online, we have listed an OntarioLearn course in the Delivery schedule.

Sample OntarioLearn set up as an equivalent to a Georgian College course:

Training and Development (ODE)

HURM 1021

Course description

The purpose of this course is to provide students with an understanding of both the role of training and development in human resources management, and the procedures associated with the training and development function. The course will include the four key elements of the training and development function: needs analysis procedures, program design and development, facilitation and program administration, and evaluation. Students will be introduced to the psychology of the learning process on which training and development is based and will gain an understanding of the design, implementation, and evaluation of training programs within organizations.

Credits

4

Course Hours

56

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program. Individual courses may be taken for skill improvement and upgrading.

Contact ol@georgiancollege.ca or call [705.722.1500](tel:705.722.1500) for more information.

[OntarioLearn information](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). OntarioLearn textbooks can be ordered online through www.textnet.ca

Confirmation letters for each OntarioLearn course is sent to your [Georgian student email](#) with information on how to log in to your course. OntarioLearn courses are not available through Georgian's BlackBoard.

▼ **Training and Development (ODE) - HURM 1021**
Tuesday, Sept. 12, 2023

TRAINING AND DEVELOPMENT (ODE) - HURM 1021
Fee: \$554.2
Course registration number: 10634
Start: Tuesday, Sept. 12, 2023
End: Tuesday, Dec. 19, 2023

Class times

Days	Times	Building - Room
Online		

Campus: Barrie

[Add to cart](#)

This section is online asynchronous:
There is no day/time.

Note that is 56 hours.
Course fees are based on number of hours.
(Most other courses are 42 hours.)

Can I transfer credits/use prior learning?

Yes!

I took courses in a different program at Georgian – will my credits transfer into this program?

In most cases, courses that are shared between different programs at Georgian will have the same course code and will automatically transfer once you register in a new program. You will see these courses show up in MyPath.

I took courses at a different college or university – can I transfer credits?

Visit our Credit for Prior Learning page to learn more about your options.
<https://www.georgiancollege.ca/admissions/credit-transfer/#transfer-in>

I have work experience and would like to apply for Prior Learning Assessment and Recognition (PLAR)

Students can challenge course requirements based on relevant work or life skills and knowledge gained.

The FAQs section for Credit Transfer are very helpful!

<https://www.georgiancollege.ca/admissions/credit-transfer/credit-transfer-centre-faq/#transfer-credits>

More information on the above options as well as the processes to apply for exemptions, visit the [Credit for Prior Learning webpage](#).

Are part-time students eligible for OSAP?

Part-time students MAY be eligible – this is individual and based usually on number of courses you take per semester. For more information, visit our [Financial Aid page](#).

I'm ready to get started in this program. What are my next steps?

Step 1: Pre-registration – getting set up as a student

This program is a Georgian College Certificate which means students do not go through an admissions process. You will need a Georgian College student number and the major HRST in order to register into courses.

Create your student number online: [Student Number](#)

Students taking this program must declare a Major. Majors are assigned through the Registrar's Office – please email registrar@georgiancollege.ca with “**Declare a major HRST**” in the subject line. Include your student number with this request.

Students can also call 705-722-1511 to declare a major.

Once you have your student number, your major (HRST) and your login information, you can plan for course registration.

Step 2: Plan your courses

Prior to registering, review the [Delivery schedule](#) found on the website to choose the courses you need to take.

As a part-time student, you can take 1, 2 or 3 courses. We have recommended sequencing for students taking 3 or 2 courses per semester on the Delivery schedule.

Step 3: Registration

There are two ways you can register:

1. **Web Registration** – through the website – open year round
2. **Banner Registration** – you must log in to Banner – only available during add/drop

1. **Web Registration**

On the [HRST program page](#):

Click on the course name in the Current Course Offerings chart to view the course section details.



What courses are included in the Human Resources Studies program?

Course offerings and equivalents
Currently available courses are linked below.

Course title	Course code	OntarioLearn equivalents
Compensation	HURM 1004	
Finance and Management Accounting	ACCT 1003	Managerial Cost Acctg.(ODE)
Human Resources Management Foundations	HURM 1000	
Human Resources Planning	HURM 1005	
Introduction to Organizational Behaviour	BUSJ 1001	
Labour Relations	HURM 1002	Can Labour Relations.(ODE)
Occupational Health and Safety	HURM 1022	Legislation Health/Safety.(ODE)

Course section details:

Finance and Mgmt Accounting

ACCT 1003

Course description

Topics include theory and concepts of accounting, elements and interpretation of financial statements, the accounting process, fixed assets, managerial accounting, budgeting, break-even analysis and responsibility accounting.
Note: It is recommended students take an Introduction to Accounting course or have equivalent knowledge of the accounting process prior to taking this course. \

Credits
3

Course Hours
42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

▼ **Finance and Mgmt Accounting - ACCT 1003**
Tuesday, Sept. 5, 2023
FULL

FINANCE AND MGMT ACCOUNTING - ACCT 1003
Fee: \$344.4
Course registration number: 10103
Start: Tuesday, Sept. 5, 2023
End: Friday, Dec. 15, 2023

Class times

Days	Times	Building - Room
		Online

Campus: Barrie

FULL

This course is ONLINE – online asynchronous as there is no day and time listed

It starts the week of September 5th and ends the week of December 15, 2023

Example course details – virtual course:

▼ **Human Resources Planning - HURM 1005**
Tuesday, Sept. 5, 2023

HUMAN RESOURCES PLANNING - HURM 1005
Fee: \$344.4
Course registration number: 10112
Start: Tuesday, Sept. 5, 2023
End: Friday, Dec. 15, 2023

Class times

Days	Times	Building - Room
Thursday	6:00 to 9:00 p.m.	Online

Campus: Barrie

[Add to cart](#)

This course is Synchronous online as there is a day and time listed. It is also listed as Online.

Virtual classes on Thursday evenings.

It starts the week of September 5, 2023 and ends the week of December 15, 2023.

The fee is \$344.40.

When you find the course you want to register for, click on Add to cart. NOTE: you may see multiple sections. Choose a course that shows as ONLINE as per above. You will then go through the payment process (this requires you to log in to Banner – ensure you have your login information!)

Students registering through the Web can do so at any time once course sections are open.

For Registration ASSISTANCE, contact the Registrar's Office
registrar@GeorgianCollege.ca
or call 705-722-1511

2. **Banner Registration**

Part-time students can also register for courses in our student information system, Banner. In this system, you “add a course” to register. For information on Banner, logging in to Banner and adding courses in Banner, [VIEW THIS DOCUMENT](#).

TIPS:

Step 3 for Part-time students: Select Term

Step 4 for Part-time students: Choose Add/Drop/Withdraw from courses

(View Recommended courses for term is ONLY for full-time students using Banner.)

NOTE: Part-time students can use Banner for registration during the college add/drop period only. See [Important Dates](#) for more information.

You can register before add/drop through the website as long as you are choosing courses from the delivery schedule.

NOTES on registration:

- There is a 24 hour processing period once you register – this means you will not be able to access your course immediately after you register.

WITHDRAWING FROM A COURSE

- Part-time students can be registered into a maximum of 3 courses at any time. If, for example, you register into 3 courses and decide to change one of your courses, you will need to withdraw from the course first. Once you are unregistered in the course (this can take up to 48 hours) you will be able to register into a new course.

How do I withdraw from a course?

- Part-time students CANNOT drop a course through Banner. You must fill out a Withdrawal form and request to withdraw from the course through the Office of the Registrar. You can find the form on the website:
<https://www.georgiancollege.ca/admissions/forms/>

PLEASE NOTE: if you drop a course in Banner, it may seem like you have dropped the course but you have not been unregistered – please ensure you use the Withdrawal form.

How do I confirm I am registered? How can I view my account balance?

You can log in to Banner to view the courses you are registered into and to view your account balance.

How do I order textbooks?

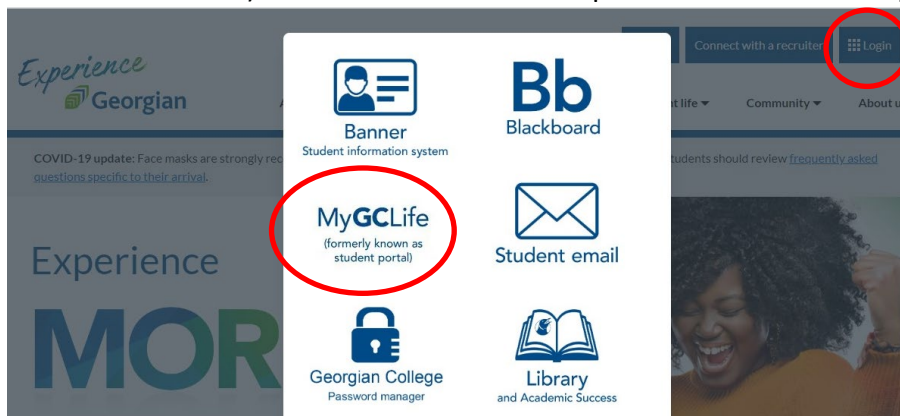
Please email Tammy Burke-Marson for textbook ordering information.
Tammy.burke-marson@georgiancollege.ca

***NOTE FOR ONTARIOLEARN (ODE) courses:

Once your registration has been processed, watch for an email from the OntarioLearn team. This will be sent to your Georgian student email. You will receive information on how to access your course and how to order your textbook.

Logging in to Student Systems

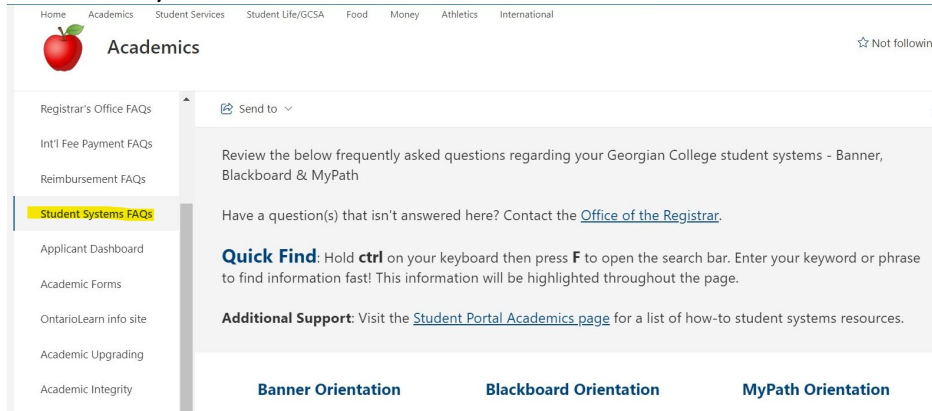
For information on logging into Banner and other systems, please visit the **Student Portal**. You can access the student portal through MyGC Life. (Go to last page of this guide for information on the Student Portal.) You can find a link to the portal on the main webpage under Login:



I'm registered into my courses, how do I access them?

All courses listed on the Delivery schedule are accessed through Blackboard.
(EXCEPT OntarioLearn courses – check your email for details on how to access these courses.)

Review the above screenshot to view the Blackboard login site. Information on Blackboard can be found in the Student Portal. Take a moment to review the Banner/Blackboard and MyPath Orientations available to you:



When you register into an ODE course, you will be contacted by the OntarioLearn team at Georgian with your login information for that specific course.

Looking for assistance with our systems? See below

<https://www.georgiancollege.ca/new-students/#systems>

<https://www.georgiancollege.ca/student-life/remote-learning-and-supports/#blackboard>

<https://www.georgiancollege.ca/student-life/remote-learning-and-supports/#ms-teams>

Frequently Asked Questions

I need to withdraw from one or more courses – what are my options?

Students can withdraw from a course with a refund up until Day 10 of the semester.

If you decide after that date that you want to withdraw you can do so up until a designated date. There will be no refund, however, there is no academic penalty – your transcript will show WD.

This date can be found on the website under [Important Dates](#).

Look for this entry: **Last day to withdraw from most programs/courses without academic penalty (no refund)**

How do I view my grades?

Grades can be viewed in Banner and in MyPath.

How do I track my progress through the program?

Track your progress/plan your courses you want to take using the Delivery Schedule.

You can view your progress in **MyPath**. This is a useful tool where you can see which courses you have taken, your grades, and the courses you still need to graduate. Any exemptions you apply for using PLAR or transfer credits will show here too.

MyPath can be accessed through the Student Portal. Below is a screen shot of what you will see regarding instructions for MyPath. It is optional to use MyPath but it can be a very useful tool to track your progress in your program.

*****When tracking your progress in MyPath, courses offered through OntarioLearn (all courses have (ODE) in the course name) will show as “Courses not applicable to this program” until the Registration Staff make an adjustment to your record at which time the course will show as an Exemption. To speed up the process, you can email registrar@georgiancollege.ca with a request to update your program courses in MyPath.**

Plan your entire program through to graduation with MyPath!

MyPath is a comprehensive academic advising, student planning, transfer articulation, and credential audit solution.
Use it to track academic progress, review requirements completed and plan courses to complete remaining graduation requirements.

When using MyPath, students will be able to:

- See graduation requirements for their current program
- See how completed courses and courses in progress apply to graduation requirements
- Identify courses still needed to complete their program
- View final grades, and academic standing
- View their program GPA, used for graduation purposes
- Create What-If audits to view requirements if intending to change programs
- Estimate how many semesters it will take to graduate
- View how transfer credits are used to satisfy program requirements

What is a worksheet?

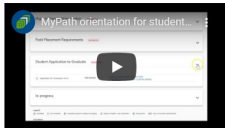
- Helps students and advisors monitor progress towards credential

What is a plan?

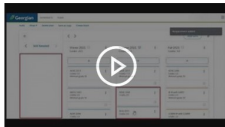
- Shows the recommended courses to be taken each semester to help keep students on track for a graduation

When should I review MyPath?
Please review your worksheet.

Do you need help using MyPath?
See the how-to guides below.



MyPath Orientation



MyPath Plans

Where can I get more information about how to use MyPath?

You will not be able to view your records in MyPath until after you have registered into courses.

How do I graduate? How do I know I am meeting program requirements?

Full program details can be viewed on the [Program Outline](#).

When you have successfully completed all of the program requirements, you can apply to graduate. All students must apply to graduate. You can do this in your last semester of taking courses.

You can view dates for Requesting to Graduate on our [Important Dates](#) webpage.

And the process for How to Graduate can be found on our graduation page:

<https://www.georgiancollege.ca/student-life/graduation/>

Additional Information you may need

Support for students who study online

<https://www.georgiancollege.ca/student-life/remote-learning-and-supports/>

Student Portal – your student resource

You can find most answers on this site – if you have questions around academic regulations, registration, withdrawals, transcripts, etc. visit the portal to find the answers.

Keep in mind that this site is for both full-time and part-time students and some of the information does not apply to part-time students. If you have questions regarding information you find and you are not sure if it applies to you, please connect with your Part-time Studies Staff.

Program Contacts:

QUESTIONS? We are here to help!

If you decide to join the program, please connect with **Tammy** using the contact information below to find out next steps.

Tammy Burke-Marson, Programming Support Assistant

tammy.burke-marson@georgiancollege.ca

249-388-1911

Jenny Wilcox, Program Manager

Jenny.Wilcox@georgiancollege.ca

249-388-1930