

HUMAN RESOURCES MANAGEMENT

Program Outline

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| Major: | HRMN |
| Length: | 1 Year |
| Delivery: | 2 Semesters, plus 1 industry placement |
| Credential: | Ontario College Graduate Certificate |
| Effective: | 2012-2013 |
| Location: | Barrie |
| Start: | Fall (Barrie), Winter (Barrie), Summer (Barrie) |

Description

Today's human resource professionals are managers of change. They respond to the challenges triggered by new trends in technology, increasing government involvement in the employer-employee relationship, workplace diversity and globalization. The future belongs to organizations with the human resource expertise that can lower labour costs, improve productivity, increase responsiveness to customers' needs, and build employee commitment.

Career Opportunities

Career opportunities are available in all sectors of the economy because every organization, whether private or not-for-profit, has a human resources function. Graduates from this program are equipped to administer human resource functions within various Canadian and international business and public sector environments. Graduates will be prepared to work within manufacturing, retail, banking and other financial institutions, medical facilities, government offices, human resource consulting firms, education and small business.

Program 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 an organization's business plan;
- conduct research, produce reports, and recommend changes in human resources practices.
- employ environmentally sustainable practices with business careers.

Practical Experience:

This placement has been designed to blend career interests with college studies. Students will be given opportunities for interaction with individuals in the human resources industry. The students will experience one or more aspects of various human resources functions. Students and the Industry Placement Co-ordinator work together to seek meaningful employment opportunities.

External Recognition:

Possessing a unique blend of both theoretical and practical, applied learning, this Program meets the academic course requirements of the Human Resources Professionals Association (HRPA) and the national professional standards established by the Canadian Council of Human Resources Professionals Associations. Graduates of this program who hold a university degree are eligible to write the National Knowledge exam, which is one component of the requirements to achieve the designation, Certified Human Resources Professional (CHRP).

The Program Progression:

Fall Intake - Barrie

| Semester 1 | Semester 2 | Industry Placmt |
|--------------|----------------|-----------------|
| Fall 2012 | Winter 2013 | Summer 2013 |

Winter Intake - Barrie

| Semester 1 | Semester 2 | Industry Plcmt |
|----------------|----------------|----------------|
| Winter 2013 | Summer 2013 | Fall 2013 |

Summer Intake - Barrie

| Semester 1 | Semester 2 | Industry Plcmt |
|----------------|--------------|----------------|
| Summer 2013 | Fall 2013 | Winter 2014 |

Articulation:

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgianc.on.ca/academics/articulations/>

Admission Requirements:

Applicants must meet ONE of the following requirements to be eligible for admission to this program:

- College diploma, or university degree; three years of post-secondary education is recommended

Note: College diploma level courses cannot be used towards exemptions in this program as those courses are a requirement for admission to the program. Any requests for course exemptions must be based on equivalent courses completed at the Graduate Certificate level. Students with prior learning through academic, paid or volunteer experience may challenge courses through the College's Prior Learning Assessment process.

Selection Process:

Resumé and letter of interest; admission decisions will be based on academic grades and experience.

Graduation Requirements:

12 Mandatory Courses

1 Industry Placement

Graduation Eligibility:

To graduate from this program, a student must attain a minimum of 60% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester. The passing weighted average for promotion through each semester and to graduate is 60%.

Mandatory Courses

HRMN1006 Occupational Health and Safety
HRMN1007 Human Resources Management
HRMN1008 Training and Development
HRMN1009 Labour Economics
HRMN1010 Employment Law
HRMN1011 Compensation
HRMN1013 Organizational Behaviour
HRMN1014 Finance and Accounting
HRMN1016 Human Resources Planning
HRMN1017 Recruitment and Selection
HRMN1022 Employee and Labour Relations
HRMN1023 Human Resources Analytics

Industry Placement

HRMN1020 In-Industry Placement

Course Descriptions:

HRMN1006 Occupational Health and Safety 42.0 Hours

This course introduces students to legal concepts, framework, structure, procedures, and implementation of the Health and Safety and the Workplace Safety and Insurance Acts of Ontario. We examine the role of Human Resources (HR) as a discipline and the HR department of the firm. We consider health and safety issues in both Public and Private Sectors.

HRMN1007 Human Resources Management 42.0 Hours

This survey course examines the purpose and domain of the human resource management function in organizations. It stresses the skills and techniques used in the various activities within the human resources function, and relates them to the overall

management of the organization. The historical development of human resources management, the influence of government, staffing, employee relations, current trends and future issues are the major areas addressed in this course. Brief introductions to compensation, training and development, labour law, industrial relations, occupational health and safety and human resources planning are also provided.

HRMN1008 Training and Development 42.0 Hours

This course is based on the premise that people are an organization's greatest asset; therefore investing in effective training and development pays dividends by contributing to improvements in performance and productivity. Beginning with a perspective of how training and development fits within the broader context of human resources management, this course addresses key elements including: analysing staff training and learning needs; designing, delivering and administering effective training programs; identifying alternatives and supplements to training; and evaluating the effectiveness of staff training and development interventions.

HRMN1009 Labour Economics 42.0 Hours

This course provides a theoretical framework for understanding the workings of Canadian labour markets. It covers labour supply and demand and their interaction in alternative market structures to explain levels of wages, employment and various employer/employee behaviours.

HRMN1010 Employment Law 42.0 Hours

This course covers the essentials of law governing employment. Topics of value to human resources professionals include: the development of employment law through statutes, case law and administrative tribunals; the employment relationship; hiring and firing; wrongful dismissal and just cause; human rights and equity; the Employment Standards Act; the independent contractor.

HRMN1011 Compensation 42.0 Hours

This course examines the full range of compensation topics with emphasis on how compensation systems will likely impact productivity, equity, and the firm's ability to recruit and keep highly skilled and motivated employees. Topics include: job description, analysis and evaluation systems; equity issues and requirements; design and use of wage and salary surveys; performance, merit and incentive pay systems; statutory and non- statutory employee benefit packages and systems; and administration of compensation systems.

HRMN1013 Organizational Behaviour 42.0 Hours

Human Resources Specialists need a fundamental understanding of the interactions that occur among people in the workplace. This Social Science course provides the student with the tools to understand and evaluate individual, group and organizational processes. The student will also gain an appreciation of the relevance of the study of organizational behaviour to the practice of human resource management.

HRMN1014 Finance and Accounting 42.0 Hours

Financial information is typically a key component in all management decisions. To participate effectively in these decisions, Human Resource professionals require a basic understanding of the Accounting and Finance functions in an organization. This course provides students with a working knowledge of the manner in which financial data is measured, reported and used by management to assess profitability, to evaluate performance, to plan and to control the organization.

HRMN1016 Human Resources Planning 42.0 Hours

This course addresses the human resources planning theory and concepts. Students will learn about the importance of aligning human resources management with organizational plans and objectives. Students will examine the various elements of human resources planning including strategic planning, job analysis, and forecasting supply and demand. The course will examine how corporate and business strategy influence human resources management practice.

HRMN1017 Recruitment and Selection 42.0 Hours

This course provides an in-depth look at the principles, issues, trends and legislative requirements affecting recruitment and selection. Through a combination of didactic, experiential and cooperative learning techniques, students will discover and understand the complexities of the recruitment and selection process. Students will also explore the necessity of meeting the organization's strategic objectives, and the psychological needs of its employees. Students will acquire the knowledge and skills needed to successfully identify human resources requirements to attract and retain an effective workforce and how recruitment and selection relates to the other elements of human resources management.

HRMN1020 In-Industry Placement 490.0 Hours

The placement in industry provides students with practical experience in the human resources field. Students work directly with a host employer for a concentrated period of 14 weeks. Students serve as human resources assistants in a human resource department or related function. Students will be assigned specific human resources management responsibilities and must complete core and elective learning competencies during the placement.

(P- HRMN1007 Human Resources Management or P- HRMN1013 Organizational Behaviour or P- HRMN1012 Labour Relations or P- HRMN1008 Training and Development) and (P- HRMN1011 Compensation or P- HRMN1006 Occupational Health and Safety or P- HRMN1009 Labour Economics or P- HRMN1014 Finance and Accounting) and (P- HRMN1017 Recruitment and Selection or P- HRMN1015 Negotiation and Mediation or P- HRMN1010 Employment Law or P- HRMN1016 Human Resources Planning)

HRMN1022 Employee and Labour Relations 42.0 Hours

This course provides an overview of the various methods and concepts, which make up and affect labour relations in Canada. Through case studies, collective bargaining simulations and by examining collective agreements, the student will gain an understanding of the collective bargaining process as well as its application to the workplace and factors that affect employee-employer relations, such as mediation, and conflict management.

HRMN1023 Human Resources Analytics 42.0 Hours

This course introduces the student to the theory, concepts, and business application of human resources research, data, metrics, systems, analyses, and reporting. The student will develop an understanding of the role and importance of HR analytics, and the ability to track, store, retrieve, analyse and interpret HR data to support decision making. The student will use applicable benchmarks/metrics to conduct research and statistical analyses related to Human Resource Management, and will prepare reports to present findings and recommendations.

Course Description Legend

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.