HUMAN RESOURCES STUDIES

Program: HRST
Credential: Certificate
Delivery: Part-time
Duration: 378 Hours
Effective: Fall 2027
Location: Barrie

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

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. evaluate the strategic role of human resources management in meeting organizational objectives;
2. identify how human resources roles and responsibilities interrelate with other organizational functions within the business environment;
3. employ a working knowledge of core human resources competency areas including: job analysis, human resources planning, recruitment and selection, training and development, compensation, labour relations, and health and safety;
4. identify individual, team and organizational behaviour leading to improved organizational productivity;
5. apply finance and accounting principles relating to the management of an organization's human resources;
6. employ environmentally sustainable practices within the profession;
7. examine the personal characteristics and circumstances associated with entrepreneurial success.

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

HRPA requires that students must have an average of 70% in the above nine courses with no individual course achieving lower than 65% in order to be eligible to write the CKE. For more information on the professional certification requirements through the Human Resources Professionals Association, see the HRPA website at https://www.hrpa.ca (http://www.hrpa.ca)

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)
- any Grade 11[1] or 12 Mathematics (C, M or U)

[1] Minimum of 60% in Grade 11 College or University level Mathematics MBF3C or MCF3M.

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/academic-regulations/ (https://www.georgiancollege.ca/admissions/academic-regulations/)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit for Prior Learning website for details: www.georgiancollege.ca/admissions/credit-transfer/ (https://www.georgiancollege.ca/admissions/credit-transfer/)

Bring Your Own Device (BYOD) requirements

All Georgian College students are required to bring their own device (BYOD) (https://georgiancollege.ca/byod/) that meets the technology requirements (https://georgiancollege.ca/byod/) for their program. Having access to a personal laptop that meets your program's technical requirements will ensure you're prepared for in-class, online and hybrid learning activities. Students are responsible for the cost, software installation, maintenance and repair of their device.

Graduation Requirements

9 Program Courses

Graduation Eligibility

The passing weighted average to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course.

Program Tracking

Program Courses		Hours
ACCT 1003	Finance and Management Accounting	42
BUSI 1001	Introduction to Organizational Behaviour	42
HURM 1000	Human Resources Management Foundations	42
HURM 1002	Labour Relations	42
HURM 1004	Compensation	42
HURM 1005	Human Resources Planning	42
HURM 1006	Training and Development	42
HURM 1007	Recruitment and Selection	42
HURM 1022	Occupational Health and Safety	42
	Hours	**378**
	Total Hours	**378**

Graduation Window

Students registered in part-time studies programs must maintain continuous registration in order to complete the program according to the curriculum in place at the time they were admitted. Students who do not remain continuously registered must be readmitted to the program and follow the new curriculum.

Disclaimer: *The information in this document 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.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.