



Human Resources Management

Course Description:

The Human Resource Management course provides a solid foundation for a career in Human Resources (HR). This course is designed to convey the various roles and functions performed by a Human Resource Manager within an organization. All fundamental components for this diverse profession are covered in the Human Resource Management course including recruitment, compensation, pensions and benefits, occupational health, and safety, as well as employee and labor relations. In addition, students will receive training in the use of Microsoft Office software which will be beneficial to any career. This course addresses the many tasks and challenges faced by today's Human Resource Management employees in both public and private sector organizations. This program provides the opportunity to acquire a comprehensive background in the functions of Human Resources from both historic and current perspectives. Students will learn how the Human Resources (HR) department works within an organization to achieve company goals and objectives. This course incorporates current HR trends and offers solutions to develop and promote positive management relations. The expertise, knowledge and management skills acquired through participation in this course can be applied to any organization.

Course Outline:

Introduction to Human Resource and Financial Management

Human Resources Administrative, Legal and Business Systems

Interpersonal and Business Communications

Introduction to Human Resource and Financial Management

Course Outcomes:

At the end of the course the student will be able to:

- Identify Human Resource Management requirements for various organizations
- Develop, implement, and evaluate employee orientation, training and development programs
- Make recommendations and develop compensations plans
- Support effective employee and labor relations in union and non-union environments
- Perform reference checks
- Explain how legislation affects occupational health and safety in today's work environment



- Create, draft and edit documents and reports
- Recommend changes in Human Resource Management practices and policies
- Understand Human Resource Management concepts for recruitment and selection
- Explain the purposes and importance of employee benefits, services, and incentive plans
- Understand the principles, issues, trends, and legislative requirements affecting recruitment selection
- Successfully identify Human Resource requirements to attract and retain an effective work force for an organization
- Explain several techniques for managing and promoting health and safety in the workplace
- Recognize the nature of collective agreements and their role in the workplace.

Career Opportunities

Graduates of this certificate program will be able to start their career with entry-level positions in medium to large-sized companies as an:

- Human Resources Generalist
- Human Resources Assistant
- Human Resources Clerk
- Human Resource Coordinator
- Human Resources Recruiter
- Human Resource Representative
- Human Resources Associate

Course Duration:

90 Hours