



Certificate in Human Resources Management

Contents

Certificate in Human Resources Management.....	1
Looking for a Rewarding and Challenging Career in Human Resources?	2
How can a McGill Program prepare you for a career in Human Resources?	2
Which of McGill's Human Resources Management programs is for you?.....	3
The Program.....	4
Course Sequence.....	5
Course Descriptions.....	6
Course Descriptions (cont.)	7
Course Descriptions (cont.)	8
Admission Requirements	9
Admission Procedures	10
Language Requirements.....	13
Exemption by Examination.....	13
Student Awards and Financial Aid	14

Career and Professional Development
 McGill School of Continuing Studies
 688 Sherbrooke St. W.
 Montreal, PQ, Canada H3A 3R1
 Tel: (514) 398-6200 Fax: (514) 398-3108
 E-mail: info.conted@mcgill.ca
 Web: <http://www.mcgill.ca/continuingstudies>

Improve
 your career
 prospects

The full details of the program, admission requirements, and admission procedures summarized in this document can be found in the School of Continuing Studies current course calendar. If there are any discrepancies between the course calendar and this summary, the information in the course calendar takes precedence in all cases. McGill University reserves the right to change this information at any time.

Looking for a Rewarding and Challenging Career in Human Resources?

In today's turbulent marketplace the human resources professional faces many challenges. From winning the battle for human capital to ensuring that the environment, resources, work processes and working conditions contribute to achieve results, human resource professionals play a critical role in developing organizational performance. Managing human resources is vital to the success of modern business and public-sector organizations. Rules, regulations, rights and responsibilities that impact on employer and employee are ever changing. As a human resource professional, your role is to help build, coach, advise and maintain working relationships between employer and employees. You may work for a small company where you will have the responsibility for all areas of human resources or for a large company where you will specialize.

Responsibilities may include:

- Staffing, recruitment and selection
- Training and development
- Performance management
- Compensation design & management
- Organizational effectiveness
- Employee and labour relations
- Strategic human resources planning

Successful HR professionals master a multidisciplinary set of competencies ranging from interpersonal, team building, coaching, negotiation and consulting skills to leading change, organizational agility and strategic thinking.

If you can function under pressure, are persuasive, fair-minded and possess integrity, this may be the career for you.

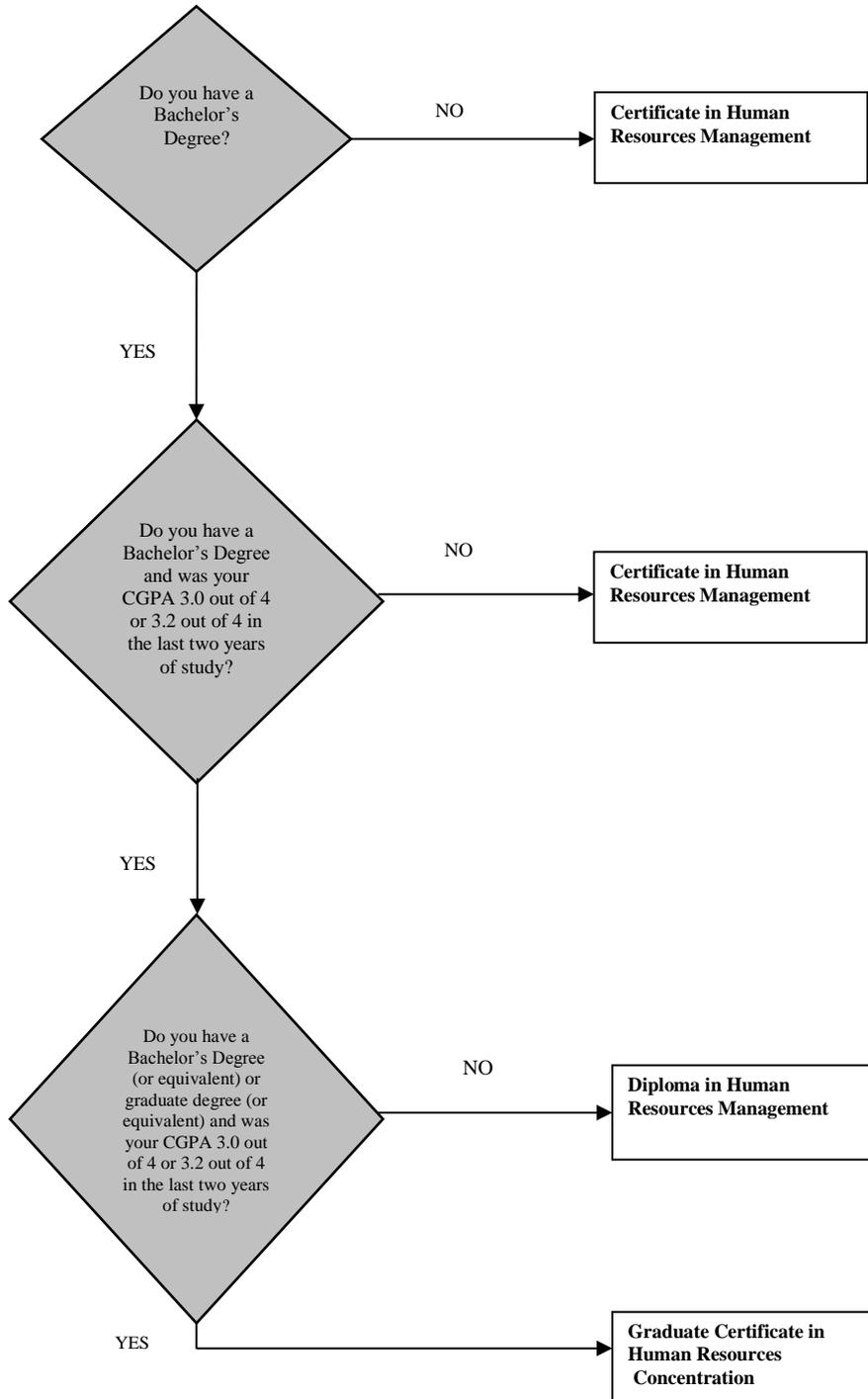
How can a McGill Program prepare you for a career in Human Resources?

The Human Resources programs provide an introduction to the disciplines and core practices of human resources management. In addition, the programs present an overview of the specialized functions and some of the current and future issues in the area of human resources management. Throughout this program, emphasis is placed on job related skills and knowledge used in the field of human resources.

If you graduated from a Bachelor's program other than commerce (e.g. psychology, arts, science etc.) and would like to enter the Human Resources Management (HRM) field without completing a Master's degree, the Diploma in HRM should appeal to you. If you are currently working in HRM, but your undergraduate degree did not provide you with the necessary HRM foundations, you may wish to obtain the formal education through our Diploma in HRM to facilitate your career progression. The Diploma in HRM offers a solid concentration of relevant specialized courses in the field of human resources.

Which of McGill's Human Resources Management programs is for you?

Which of the McGill offerings in Human Resources Management programs is right for me?



Note: *CGPA = Cumulative Grade Point Average

The Program

The Certificate in Human Resources Management is a 30-credit undergraduate-level program that consists of nine required three-credit courses and one three-credit complementary course.

Classes are offered once a week for 13 weeks and are generally from 6 p.m. to 9 p.m. Courses can be taken in the Fall, Winter, Spring and Summer sessions. Classes in the Spring and Summer sessions may be given in less than 13 weeks. Not all courses are offered every semester.

The certificate's program requirements are:

9 Required courses (27 credits):

MGCR 222	Introduction to Organizational Behaviour
ORGB 423	Human Resources Management
CORG 440	Organizational Learning and Development
CORG 445	Workforce Planning and Talent Acquisition
ORGB 525	Compensation Management
CORG 450	Workplace Health and Safety
INDR 294	Introduction to Labour-Management Relations
ORGB 421	Managing Organizational Change
MGCR 423	Strategic Management

1 Complementary course (3 credits):

CGMG 282	Introduction to Business
INDR 494	Labour Law
MGPO 450	Ethics in Management
ORGB 380	Cross Cultural Management
ORGB 420	Managing Organizational Teams

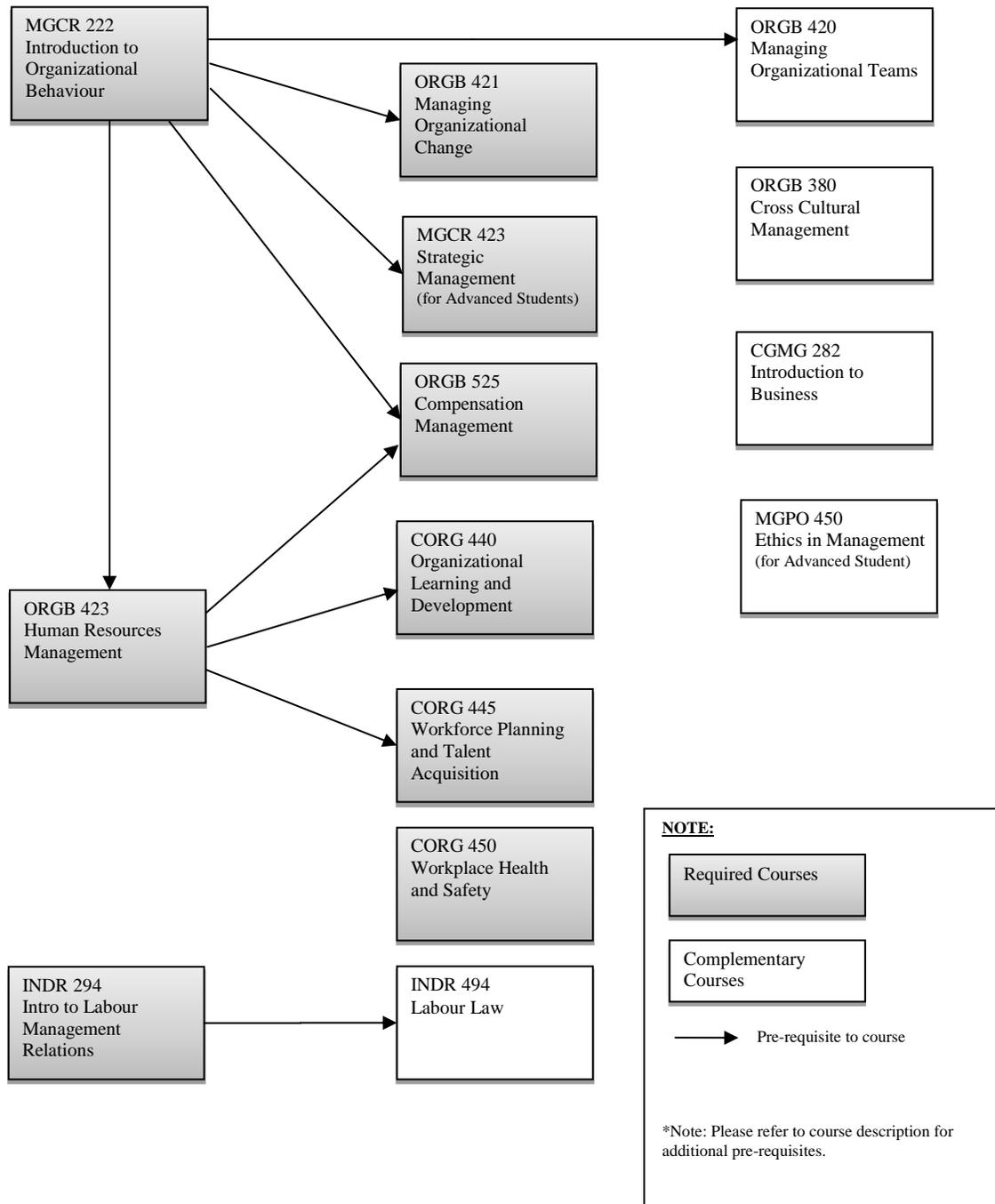
IMPORTANT NOTE:

This program is **EFFECTIVE** as of Fall 2018.

If you were admitted **PRIOR** to Fall 2018, please follow the **STUDY PLAN** which you were provided with at the time of your admission.

Course Sequence

Certificate in Human Resources Management



To obtain information on course offerings, please refer to the interactive timetable at:
https://cce.mcgill.ca/timetable/C_HRMT_HSM.htm

Course Descriptions

CGMG 282 Introduction to Business

(3 credits)

Pre-requisites: None

A broad introduction to business based on the functional areas: accounting, finance, human resources management, industrial relations, marketing, production, and general management. For each area lectures introduce basic concepts, which students apply to cases that depict the complexity of decision-making in the business world.

CORG 445 Workforce Planning and Talent Acquisition

(3 credits)

Pre-requisite: ORGB 423 Human Resources Management

New trends and best practices in workforce planning and talent acquisition. Recruitment and selection will be covered from legal, theoretical, and practical perspectives. Topics covered include job analysis, competency-based profile, and employer branding. Staffing processes, metric indicators, and strategic sourcing will also be discussed.

CORG 450 Workplace Health and Safety

(3 credits)

Pre-requisites: None

Basic components of effective health and safety policies, programs and current legislation (CSST, WHMIS, safety committees) focusing on proactive management to ensure employees have clearly defined accountabilities for accident prevention: hazardous materials, loss prevention, workers' compensation claims, employee assistance plans, work life quality, preventative health issues, and ergonomic standards.

INDR 294 Introduction to Labour-Management Relations

(3 credits)

Pre-requisites: None

An introduction to labour-management relations, the structure, function and government of labour unions, labour legislation, the collective bargaining process, and the public interest in industrial relations.

INDR 494 Labour Law

(3 credits)

Pre-requisite: INDR 294 Introduction to Labour-Management Relations

Introduction to the basic concepts of labour law relevant to the practice of industrial relations. Historical development of labour law in certain social and legal systems and the culmination in the legislative enactments and jurisprudence of Canadian jurisdictions and certain comparative foreign models.

MGCR 222 Introduction to Organizational Behaviour

(3 credits)

Continuing Education: requirement for C.I.M.

Pre-requisites: None

Individual motivation and communication style; group dynamics as related to problem solving and decision making, leadership style, work structuring and the larger environment. Interdependence of individual, group and organization task and structure.

MGCR 423 Strategic Management

(3 credits)

Pre-requisite: Advanced Student

Focus on the primary functions of general management: the formation of a corporate strategy that relates the company's opportunities to its resources, competence, and leadership style. Measures to improve organization effectiveness.

Course Descriptions (cont.)

MGPO 450 Ethics in Management

(3 credits)

Pre-requisite: Advanced student¹

An examination of the economic, legal and ethical responsibilities of managers in both private and public organizations. Through readings, case studies, discussions and projects, the class evaluates alternative ethical systems and norms of behaviour and draws conclusions as to the right, proper and first decisions and actions in the face of moral dilemmas. The focus of this course is on the decision process, values and consistency of values of the individual and on the impact of systems control and incentives on managerial morality.

ORGB 380 Cross Cultural Management

(3 credits)

Pre-requisite: None

Addresses dilemmas and opportunities that managers experience in international, multicultural environments. Development of conceptual knowledge and behavioural skills (e.g. bridging skills, communication, tolerance of ambiguity, cognitive complexity) relevant to the interaction of different cultures in business and organizational settings, using several methods including research, case studies and experiential learning.

ORGB 420 Managing Organizational Teams

(3 credits)

Pre-requisite: MGCR 222 Introduction to Organizational Behaviour

Theory, research, and applications. Principles of team processes and effectiveness in organizational settings, specifically the theoretical developments and empirical findings of group dynamics and team effectiveness, and practical strategies and skills for successful management of organizational teams.

ORGB 421 Managing Organizational Change

(3 credits)

Pre-requisite: MGCR 222 Introduction to Organizational Behaviour

Organizational change theory and techniques are examined with an emphasis on techno-structural interventions such as Quality-of-Work-Life approaches. Through simulations and case-studies, the course explores initiatives in organizational change, primarily in contemporary Canadian organizations. It also includes opportunities for "hands-on" experience in work and organization redesign.

ORGB 423 Human Resources Management

(3 credits)

Pre-requisite: MGCR 222 Introduction to Organizational Behaviour

Issues involved in personnel administration. Topics include: human resource planning, job analysis, recruitment and selection, training and development, performance appraisal, organization development and change, issues in compensation and benefits, and labour-management relations.

¹ *Advanced Student – a student who has completed the required courses in the Certificate in Human Resources Management program.*

Course Descriptions (cont.)

ORGB 440 Organizational Learning and Development

(3 credits)

Pre-requisite: ORGB 423 Human Resources Management

Review of major models of learning and development from a systemic point of view. Assessing and understanding the difference between training and development. Topics include: learning organizations, training issues, training programs, skills development, transfer of learning, planning, conceptualization, design, implementation and evaluation of training and career development programs.

ORGB 525 Compensation Management

(3 credits)

Pre-requisite: MGCR 222 Introduction to Organizational Behaviour & ORGB 423 Human Resources Management

Compensation policies and practices, consistent with motivational theories, are examined. Topics include: design and evaluation of job evaluation systems, salary structures, and performance-based pay; compensation of special employee groups; and current pay equity laws. Projects and simulations provide "hands-on" experience in the use of compensation techniques.

Admission Requirements

To be admitted to an Undergraduate Certificate in Human Resources Management:

- Applicants must hold a CEGEP diploma (DCS, DEC or equivalent) OR
- Applicants who do not have the normal academic background for admission but are 21 years of age and older may be admitted as mature students OR
- Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program (a copy of the certificate must be provided).

Admission Procedures

To Apply to the *Certificate in Human Resources Management* Online Please Follow The Steps Listed Below:

Please follow the steps below:

STEP 1:

- Go to <https://www.mcgill.ca/continuingstudies/>
Click on “Apply”
Click on “Graduate Programs”

STEP 2:

Verify on the “**Apply for Admission to a Program**” page, the “Application Deadlines” for Canadian/Permanent Residents or International Students to ensure that you submit your application before the term deadline.

STEP 3:

- **Review your Admission Requirements:** Once you have checked your application against all the requirements, you will be ready to apply to the program.
- Before you proceed you will need:
A valid **email address** and a **credit card** (Visa, MasterCard or American Express).

STEP 4:

- Once you are ready to apply online:
Click on “**Click here now**” to bring you to the Application for Admission page.
- Click on the red bold “**Apply Now**” on the Application for Admission page.
(Do **not** apply through “uApply” link).
- Fill in the login information on the “Admissions Login” page and the Biographical Information.
- On the “Apply for Admission” page, fill in the information requested.
NOTE: When asked: “What are you applying for at McGill”, click on “Continuing Studies”
- Select the program you are applying to on the “Program Choice Selection” page.
- Continue to fill in the remainder of the application. (All sections to be completed are indicated in the textbox on the left hand side of the screen).

STEP 5:

- Once you have applied online, you will receive a confirmation email providing you with a McGill ID number and a 6-character **PIN (Personal Identification Number)**.
- You will need to use this information to **log into MINERVA** (www.mcgill.ca/minerva) (McGill’s web-based information system for students) so that you can upload documents required for admission and follow-up on your status of your application.

STEP 6:

- Once your application has been received and you have access to your Minerva account, you will be able to **upload your supporting documentation**, including a copy of transcripts. (A copy of your transcript with confirmation of degree awarded and date of graduation).
- Uploading your documents will speed up your application process and is strongly recommended.
- For instructions on how to proceed, please go to: www.mcgill.ca/applying/submitting-your-documents/uploadingdocuments/

(If you are unable to upload the documents, you can send them by regular mail or bring them in person to our Client Services office at the address above).

STEP 7:

- **Sending official transcripts: All transcripts received via the upload process are considered unofficial.** If transcripts are required for your application, you will also need to have any official transcripts sent directly to the School by mail, in a sealed envelope by the educational institution(s) where you studied.

What is an Official Transcript?

If you have studied at an institution:

- In Canada or the United States – you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
 - Outside of Canada or the United States, - you will need to request a copy of your official transcripts (your marks) from that institution which the institution will mail to the address below in a sealed envelope with the official institution's logo.
 - **Note:** In cases where the language of instruction at the institution is not English or French, you must also send an official translation of the official transcript certified by a representative from the **Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ - <http://ottiaq.org/>)**.
- You need to request **official transcripts** as soon as possible once your application has been submitted to the School of Continuing Studies. Your Educational Institution must then mail these directly to the appropriate office below:

Client Services c/o Admissions

McGill University – School of Continuing Studies
688 Sherbrooke Street West, Room 1125
Montreal, QC
Canada, H3A 3R1

- **Important:** You must make sure you apply by the application deadline. However, if you have any outstanding supporting documents at the time of your application, you may upload them

as they become available or forward them directly to the School of Continuing Studies as soon as possible. Your admission application will only be completed once the School has received all of the required documents.

- **Note:** All required documents received by McGill University School of Continuing Studies become the property of the university. Official documents and/or transcripts will not be returned to the applicant.
- **Note:** Transcripts received by McGill University's School of Continuing Studies cannot be transferred to any other department or program as it would constitute submitting a new application. Therefore, you must submit a new sealed envelope of your official transcripts for each application made to McGill University's School of Continuing Studies.

Language Requirements

- The **language of instruction** for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course.
- Applicants must demonstrate an adequate level of **proficiency in English prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program.
- In all cases, the University reserves the right to require **proof of English** proficiency if it is deemed necessary. For additional information, please click on the link below.

<https://www.mcgill.ca/continuingstudies/language-policy>

Exemption by Examination

Students admitted to a Certificate, Graduate Certificate or Diploma program requiring a pre-requisite or co-requisite course, must provide proof that they have taken an equivalent 3 credit course, at the appropriate level elsewhere or successfully completed the Exemption by Examination test. Otherwise the student must register for the course.

- Please note that the Exemption by Examination test is **not applicable to required or complementary course(s)** within a program.
- You cannot take the Exemption by Examination test if you have already attempted the course (a grade of W is considered as have attempted the course).
- If you are unsuccessful in the Exemption by Examination test(s) you will not be permitted to repeat the test(s) and must instead enroll in the course(s) for which the particular test(s) was taken.

You must be admitted into a program or have applied to a program to be eligible to write the Exemption by Examination test. (The test is optional).

For more information on how to obtain a course exemption by means of a challenge exam, please consult the Exemption by Examination form available on our website at:

<https://www.mcgill.ca/continuingstudies/recognition-prior-learning>

Student Awards and Financial Aid

Note: The amount and number of McGill University's School of Continuing Studies Bursaries, Scholarships, and Graduating Prizes issued varies from year to year, depending on funds received and their specifications.

McGill University's School of Continuing Studies Bursaries

The School of Continuing Studies will post the application form and eligibility requirements for the active term on its website. Please refer to link below for further information.

<https://www.mcgill.ca/continuingstudies/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Scholarships

For a list of McGill Scholarships, please consult the McGill School of Continuing Studies website by clicking on the link below.

<https://www.mcgill.ca/continuingstudies/student-awards-and-financial-aid>

McGill University's School of Continuing Studies Graduating Prizes

For a list of McGill SCS Graduating Prizes, please consult the McGill School of Continuing Studies website by clicking on the link below.

<https://www.mcgill.ca/continuingstudies/graduating-students>