Human Resources Administration

Certificate

Program Objective

Human Resource Administrators hold a strategic place in every progressive organization. The Human Resources Administration Certificate provides students a foundation in this high-demand business field. The program provides students with comprehensive knowledge of current office and business skills including proficiency in Human Resource Management, Business Law & Ethics, Microsoft applications and accounting.

Program Notes

Tuition fees include all materials and student manuals. Financial assistance may be available for those who qualify.

Graduate requirements: Students must maintain a 75% program average to obtain a certificate.

Program Prerequisites

Candidates must be able to keyboard at a minimum speed of 10 wpm, and possess basic knowledge and experience relating to PC hardware and software and the Internet.

Career Opportunities

Graduates of this program are prepared for a variety of entry-level roles in the Human Resources department, such as: human resources assistant, personnel assistant, staffing assistant, training clerk, employment clerk, and labour relations clerk. Upward mobility in these roles is feasible with experience, motivation, dedication, and a positive attitude.

Personal Attributes Required

- Reliable, well-organized, adaptable, and detailed
- Effective time management skills
- Use good listening skills and be tactful
- Self-directed and also team-oriented
- Employ creative problem-solving skills
- Good attitude; be able to keep information confidential
- Provide support to payroll, if needed

Duties and Responsibilities

- Administering day-to-day HR functions
- Process and verify documentation relating to staffing, recruitment, performance evaluation, etc.
- Maintain and update employee information
- Provide information via the phone, email, and postal mail to employees regarding personnel matters
- Responsible for posting jobs and initial screening
- Administer and score employment tests
- Arrange for in-house and external training activities

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

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Competencies upon Completion

CORE COURSES

- **Keyboarding**
  Minimum 40 words per minute (WPM)
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Word Processing**
  Intermediate level of proficiency in Microsoft Word
- **Spreadsheets**
  Basic level of proficiency in Microsoft Excel
- **Database Management**
  Basic level of proficiency in Microsoft Access
- **Business Skills**
  Grammar Essentials for Business Writing, Business Correspondence Level 1, Human Resources Management, Business Law & Ethics, Business Verbal Communication, and Workplace Success/Intrapreneurship
- **Office Skills**
  Basic level of proficiency in Microsoft Outlook and Office Procedures Level 1
- **Accounting**
  Payroll Compliance Legislation
- **Job Readiness/Employability Skills**
  Job Search and Resume Writing

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