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**Certificate in Human Resources Management - 4096**

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**RESPONSABLE :**

Hugo Asselin  
819 762-0971 poste 2621

**SCOLARITÉ :**

30 crédits, Premier cycle

**OBJECTIFS :**

This program is intended for individuals with an interest in: human resources within organizations, nature of work, and individual or group relationships in a work environment. It aims at giving the students the opportunity to acquire basic education in human resources management, covering three fields or spheres of activity: functions, activities and service inherent to human resources management; work relations; and occupational health and safety. Human resources management is addressed through organizational, behavioral and legal angles and from a strategic and operational aspect.

For the purposes of awarding a bachelor's degree by accumulating certificates, the sector of reference of this program is: BUSINESS ADMINISTRATION.

**CONDITIONS D'ADMISSION :**

**Base collégiale**

Applicants must hold a diploma of college studies (DSC) or the equivalent.

**Base études universitaires**

Applicants must hold a university diploma.

**Base expérience**

Applicants must be at least 21 years of age and demonstrate sufficient preparation, skills and knowledge to undertake undergraduate studies. Their knowledge can be assessed through testing and (or) interviews, as required. Also, applicants must have relevant experience, after acquiring administrative experience while occupying a position within a private, public or non-profit organization. A letter from their employer must certify their experience. Training or education exceeding the minimum requirements may replace experience.

Applicants must submit a motivation letter.

**PLAN DE FORMATION :**

**Mandatory Courses**

ADM1205E	Individuals and Teams in a Working Context (3 cr.)
GPE1128E	Human Resources Management (3 cr.)
GPE1129E	Management of Health and Safety in the Workplace (3 cr.)
GPE2004E	Personnel Management: Planning, Hiring, Assessing (3 cr.) (GPE1128E)
GPE2007E	Organization and Reorganization of Work (3 cr.) (GPE1128E)
GPE2410E	Employment Relations in Unionized and Non-Unionized Environments (3 cr.) (GPE1128E) 12 optional credits

**Optional Courses**

ADM1191E	Teamwork, Problem Resolution and Self-Management (3 cr.)
ou EDU2530E	Workshop on Cognitive Efficiency (3 cr.)
ADM2023E	Communications Management Within Organizations (3 cr.) (ADM1205E)
ADM3212E	Project Management Fundamentals and Applications (3 cr.)
ANI1224E	Organization and Facilitation Techniques (3 cr.)
GPE2003E	Training and Development of Human Resources (3 cr.) (GPE1128E)
GPE3000E	Seminar of Integration in Human Resources Management (3 cr.)
JUR1132E	Employment Rights (3 cr.)
SOC2310E	Aboriginal Culture (3 cr.)

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\* : Disponible à distance

**Règlements pédagogiques :**

To register to the course entitled GPE3000E Seminar of Integration in Human Resources Management, students must have completed all mandatory courses of the Certificate in Human Resources Management.