

BUSINESS ADMINISTRATION - HUMAN RESOURCES PROGRAM (B144)

PROGRAM NAME	Business Administration – Human Resources	TUITION	\$4,120.00 *
COURSE CODE	B144	ADDITIONAL COST	
SCHOOL	School of Human Resources		
CENTRE	Business		*Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in fall 2017. Fees are subject to change for programs starting in fall 2018 and at later dates.
LOCATION	St. James Campus		
DURATION	3 years (6 semesters)		
FIELD EDUCATION	Field Education Course (Optional)		International students: Visit the International Fees and Related Costs ² page for more information.
STARTING MONTH	September, January		
CREDENTIAL	Ontario College Advanced Diploma		
YEAR OF STUDY	2018-2019		
METHOD OF STUDY	FT		
APPLY TO	Ontario Colleges ¹		

In today's rapidly changing business world, organizations are realizing that their greatest asset is their employees, and that effective people management is a key factor in their overall success. The **Business Administration – Human Resources** program will provide you with a practical approach to human resources management, preparing you for a variety of careers within this exciting and growing field.

This learning experience will enable you to:

- Design human resources policies and programs that adhere to employment legislation
- Attract, retain and develop a productive workforce
- Manage employee diversity
- Ensure health and safety at the workplace
- Advise on employee/labour relations



Our program enables you to work towards obtaining the professional designations offered through the Human Resources Professional Association of Ontario (HRPA). For information about obtaining professional designations in HR, please contact the Human Resources Professional Association of Ontario³.

PART TIME STUDY OPTIONS

George Brown Continuing Education offers courses and a part-time certificate program in Human Resources Management. You can view these courses at coned.georgebrown.ca.

FIELD EDUCATION OPTIONS

This program (B144) is also offered with work experience and students wishing to apply for Business Administration – Human Resources **with** Work Experience⁴ should apply to B154⁵.

In addition to on-the-job work experience, George Brown College endeavours to provide field education opportunities with real world challenges and clients. Find out more about field education⁶ at the Centre for Business.

PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Contribute to the planning and implementation of employee recruitment, selection, and retention strategies.
2. Administer and facilitate the performance management program.
3. Coordinate and support the development, implementation, and evaluation of employee orientation, training, and development programs.
4. Implement and support effective employee and labour relations strategies in both non-union and union environments.
5. Administer and communicate the organization's total compensation plan.
6. Collaborate with others in the implementation and monitoring of organizational health and safety policies and practices.
7. Contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function.
8. Contribute to organizational development strategies aimed at promoting organizational effectiveness.
9. Present and evaluate communication messages and processes related to the human resources function of the organization.
10. Develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice.
11. Identify and communicate the human resources component of the organization's business plan.
12. Contribute to the collection, analysis, and utilization of human resources data.

REQUIRED COURSES

In order to graduate from the **B144** program, you need to complete **36** courses: **26** Mandatory courses, **7** Business Electives, and **3** General Education Electives.

Depending on the results of your placement tests, you may be required to take COMM 1003 (English Skills) or CESL 1003 (English Skills-ESL) before progressing to COMM 1007. Similarly, you may be required to take MATH1027 (Business Math with Remediation) before progressing to MATH 1008. COMM1003/CESL 1003 and MATH 1027 do not count towards the 36 courses required for graduation, and you will be charged for these extra courses. Please speak to the Business Office staff if you need any assistance.

General Education Courses (Semester Three, Five, and Six): You must complete **4** General Education courses. **1** mandatory ("Successful Social Relations" - GHUM 1087) and 3 chosen from at least 2 of the following categories: Social Sciences (GSSC), Arts and Humanities (GHUM) or Science and Technology (GSCI).

You are required to make up any failed or dropped courses before you are eligible to graduate. You can make up these courses during the day, and some are offered in the evening through Continuing Education. Please check with the Business Office staff to ensure that the Continuing Education courses are equivalent to what is

taught in the full-time program. Note that some courses may not be offered in every semester. Our staff can assist you in any special timetable requirements you may have.

SEMESTER 1

Code	Courses	Pre-requisite
BUS 1038	Business Concepts I	NONE
COMM 1007	College English	NONE
COMP 1010	Business Computer Applications	NONE
HRM 1029	Principles of Human Resource Management I	NONE
MARK 1020	Principles of Marketing I	NONE
MATH 1008	Math for Business & Management I	NONE

SEMESTER 2

Code	Courses	Pre-requisite
ACCT 1036	Principles of Accounting	NONE
BUS 1040	Project Management	NONE
COMM 1034	Professional Communications I	COMM 1007
HRM 2004	Human Resources Info Systems	HRM 1029
HRM 1030	Principles Of Human Resource Management II	HRM 1029
MATH 1095	Math for Business & Management II	MATH 1008

SEMESTER 3

Code	Courses	Pre-requisite
ACCT 2031	Managerial Accounting	ACCT 1036
HRM 2002	Training & Development**	HRM 1030
PSY 1129	Organizational Behaviour	NONE
STAT 1012	Business Statistics	MATH 1095
GHUM 1087	Successful Social Relations	NONE
HRM 2003	Recruitment and Selection	HRM 1030

SEMESTER 4

Code	Courses	Pre-requisite
ECON 1034	Introduction to Economics	NONE
HRM 2021	Compensation	HRM 1029
HSAF 1001	Workplace Health & Safety	HRM 1030
LAW 1006	Employment and Human Rights Law	
STS 1037	Career Planning & Development	

Select One Business Elective

SEMESTER 5

Code	Courses	Pre-requisite
HRM 2027	Coaching for Effective Performance Management **	HRM 1029
HRM 2023	Labour Relations	HRM 1030
Select Two Business Electives		
Select Two General Education Electives		

SEMESTER 6

Code	Courses	Pre-requisite (N/A)
HRM 2005	Human Resources Planning	HRM 1030
Select Four Business Electives		
Select One General Education Elective		

Note: Students interested in pursuing a degree program are recommended to take Microeconomics and/or Macroeconomics as a Business Elective.

Note: Our applicable HR courses have been approved by The Human Resources Professional Association of Ontario (HRPA) and students may choose to pursue an HRPA designation offered by them.

**TRAINING & DEVELOPMENT STREAM (TDS)

For those students wishing to gain further knowledge and practical experience in training and development, they may pursue an optional stream in this area. Upon successful completion of the Training and Development Stream, students may choose to pursue the Certified Training and Development Professional Designation (CTDP) offered through the Institute of Performance and Learning.

Code	Courses	Pre-requisite
HRM 2002	Training & Development	HRM 1030
HRM 2028	Training Design & Delivery	HRM 2002
HRM 2027	Coaching for Effective Performance Management	HRM 1029

*** PAYROLL PRACTITIONER STREAM (PPS)

The Payroll Practitioner Stream (PPS) is an optional stream for students interested in gaining additional knowledge and practical experience in the area of Payroll Administration. Upon successful completion of the Payroll Practitioner Stream, students may choose to pursue the Payroll Compliance Practitioner (PCP) designation offered through the Canadian Payroll Association (CPA).

Code	Courses	Minimum Grade	Pre-requisite
BUS 1084	Payroll Compliance Legislation*	65% (C)	None
BUS 1085	Payroll Fundamentals 1*	65% (C)	BUS 1084
ACCT 1036	Principles of Accounting	65% (C) or (50% for GBC Credit)	None
BUS 1086	Payroll Fundamentals 2*	65% (C)	BUS 1085 & ACCT 1036
TBA	Payroll Processing Application	Pass	BUS 1084 & BUS 1085

* Additional costs through the Canadian Payroll Association are required.

General Education Electives

ELECTIVES

BUSINESS ELECTIVE COURSES FOR BUSINESS ADMINISTRATION – HUMAN RESOURCES

Code	Business Electives	Pre-requisite
BUS 1044	Business Law	None
COMP 1113	Principles of E-Business I	COMP 1010
COMP 1115	Business Computer Applications II	COMP 1010
CMMK 1127	The Business Media in Canada	COMM 1034
MGMT 1018	International Business	MARK 1020
HRM 2028	Training Design & Delivery**	HRM 2002
CMMK 1156	Talking Business	COMM 1034
BUS 1084	Payroll Compliance Legislation ***	None
BUS 1085	Payroll Fundamentals 1 ***	BUS 1084
BUS 1041	Small Business Management	BUS 1038
CMMK 1114	Business Research & Report Writing	COMM 1034
MARK 2053	Negotiation Skills	MARK 1020
MGMT 4009	Operations Management	MATH 1095
BUS 3015	Applied Business Planning	ACCT 2031, MARK 1020, MATH 1008 & HRM 1030
MGMT 2026	The Successful Project Manager	BUS 1040 & COMP 1115
BUS 1067	Field Education	For Non-Coop Students, by interview only
BUS 1086	Payroll Fundamentals 2 ***	BUS 1085 & ACCT 1036
ECON 1031	Microeconomics	None
ECON 1032	Macroeconomics	None

YOUR CAREER

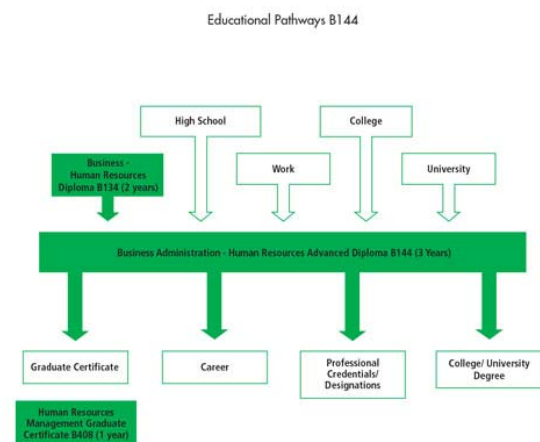
Graduates of this program will be equipped to enter a wide range of positions across a broad spectrum of public and private sector organizations such as financial institutions, retail, general business, manufacturing, government, legal firms and human resources consulting firms. Graduates of the program have found employment as:

- Human Resources Coordinator
- Human Resources Assistant
- Human Resources Specialist
- Human Resources Administrator
- Recruitment Coordinator

FUTURE STUDY OPTIONS

For those students wishing to pursue an optional Training and Development stream, George Brown College offers courses that may be applied towards the Certified Training and Development Professional (CTDP) designation offered through The Institute for Performance and Learning. Refer to https://performanceandlearning.ca/page/certification_main for additional information on this designation.

Students who have successfully completed the three-year Business Administration – Human Resources advanced diploma with an overall grade point average of 3.0 or higher are eligible for block transfer admission into semester 5 of the Human Resources Strategy and Technology degree program at Seneca College. For more information, please visit senecac.on.ca/fulltime/HST.html. For information on additional future study options, see georgebrown.ca/transferguide.



ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and any other selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- Grade 11 Math (M or U) or Grade 12 (C or U)

** MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER)

Mature Students may take the Admissions Assessment⁷ for English and Math, OR may consider upgrading to achieve the credit(s) needed in English⁸ and Math⁹.

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

COURSE EXEMPTIONS

Some college and university credits may qualify you for exemptions. Please visit georgebrown.ca/transferguide for more information.

ENGLISH LANGUAGE PROFICIENCY

Proficiency in English communications is necessary for success in this program.

Please visit georgebrown.ca/englishproficiency for more details

INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions¹⁰ page for more information.



"Seeing all the positive reviews online about the Business Administration – Human Resources program, I knew this would be the best option for me. My teachers felt like mentors to me because they took the time to stay after class to help me but also they provided me with valuable feedback which showed me that they truly cared that I did well. They made my experience at George Brown an amazing one!"

Henry Guerreiro (Graduate 2015, Business Administration - Human Resources, Employee Relations Coordinator at H&M Canada)"

Re¹¹ad more about Henry's road to success¹²



"George Brown College offers a lot of support to students through the Career Centre and Student Services. The professors are equipped with knowledge and industry experience that serves as an incredible learning tool for students. As a student taking the Business Administration – Human Resources program, it allowed me to gain a better understanding as to why human resources professionals are needed within businesses. It is an effective training program that can prepare you for the workforce."

Mohammed Almiraz Abedin (Student, Business Administration – Human Resources)



"The Business Administration – Human Resources program at George Brown College is a very rewarding program. The combined knowledge, care and passion of the professors allow students to build a strong foundation and gain practical experience needed for success in their future careers in human resources. George Brown College will leave you with more than a diploma – but an experience you'll never forget."

Megan Underwood (Graduate 2016, Business Administration – Human Resources) Animal Care and Sales Associate, Northern Gecko



"My second semester at George Brown College in the Business Administration – Human Resources program was both challenging and extremely rewarding. The information that was presented to me and the assignments I completed have allowed me to grow not only professionally but also personally. I know I will continue to learn more about myself and my career interests as my immersion in the program continues."

Kyle Jelovic (Student, Business Administration – Human Resources)



"While the Business Administration – Human Resources program provided a solid foundation for a successful career, the additional support George Brown College has to offer made it possible to achieve my goals and to continue to

CONTACT US

DOMESTIC STUDENTS ADMISSIONS

For inquiries about domestic admission requirements, admission deadlines, or the admissions process, please contact the Admissions Office at admissions@georgebrown.ca or visit the Admissions web page.

INTERNATIONAL STUDENT ADMISSIONS

For inquiries about international admission requirements, permits and visas, accommodations, or anything specific to international students, please contact the International Centre at International@georgebrown.ca or visit George Brown International.
Phone: (416) 415-5000 ext. 2115

FINANCIALS/FEES

For inquiries about OSAP, Bursaries, Scholarships and other financial inquiries, please contact the Financial Aid Office at FinAid@georgebrown.ca or visit the Financial Aid web page.

ENTRY ADVISING

For advice on the various program options and which program might be best suited for you, make an appointment to see an Entry Advisor. Please review these frequently asked questions or choose to book your appointment using the link provided.

1. **Book online:**
Complete and submit the Client Intake Form
2. **Book by phone:**
Entry Advisor: (416) 415-5000, Ext 2949 Toll Free:
1-800-265-2002 TTY: 1-877-515-5559

CENTRE FOR BUSINESS

For questions regarding programs at the Centre for Business or if you require more information, please do not hesitate to contact us. Our knowledgeable staff are available to assist you.

For general inquiries, please contact the Centre for Business:
Email: business@georgebrown.ca Phone: (416) 415-5000 ext. 2160

INFORMATION SESSIONS

For program specific information and to meet faculty, sign up to attend an information session

BUSINESS ADMINISTRATION: HUMAN RESOURCES (B144/B154)

For inquiries related to this program (for example, course-specific information) please contact one of the Coordinators:

Julie Bulmash, Program Co-ordinator
Email: jbulmash@georgebrown.ca
or
Angie Gorassi, Program Co-ordinator
Email: agorassi@georgebrown.ca

Elizabeth Speers, Director, Centre for Business
Email: espeers@georgebrown.ca

VISIT OUR CAMPUS

On-campus information sessions are held on a regular basis. Come and have your questions answered. Learn about the program content and career options. Meet your friendly professors and staff. Experience what it is like to be in a George Brown College classroom. Sign up¹⁹ for an upcoming session.

LINKS REFERENCE

- ¹<https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B144&lang=en>
- ²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>
- ³<http://www.hrpa.ca/>
- ⁴<http://www.georgebrown.ca/programs/business-administration-human-resources-program-with-work-experience-b154/>
- ⁵<http://www.georgebrown.ca/programs/business-administration-human-resources-program-with-work-experience-b154/>
- ⁶http://www.georgebrown.ca/business/learning_environment/
- ⁷<http://www.georgebrown.ca/assessment/admi-pre/>
- ⁸<http://www.georgebrown.ca/upgrading-credits/english-diploma/>
- ⁹<http://www.georgebrown.ca/upgrading-credits/math-diploma/>
- ¹⁰<http://www.georgebrown.ca/international/futurestudents/applynow/>
- ¹¹<http://www.georgebrown.ca/business/alumni/henry-guerreiro.aspx>
- ¹²<http://www.georgebrown.ca/business/alumni/henry-guerreiro.aspx>
- ¹³<http://www.georgebrown.ca/admissions/>
- ¹⁴<http://www.georgebrown.ca/international/>
- ¹⁵<http://www.georgebrown.ca/financialaid/>
- ¹⁶http://www.georgebrown.ca/entry_advising_faq.aspx
- ¹⁷<http://www.georgebrown.ca/advising/contactform/>
- ¹⁸http://www.georgebrown.ca/info_sessions.aspx
- ¹⁹http://www.georgebrown.ca/business_infosessions/

George Brown College is continually striving to improve its programs and their delivery. The information contained in this calendar is subject to change without notice. It should not be viewed as a representation, offer or warranty. Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations, or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.