

## BUSINESS – HUMAN RESOURCES PROGRAM (B134)

<b>PROGRAM NAME</b>	Business – Human Resources	<b>TUITION</b>	\$4,096.00 *
<b>COURSE CODE</b>	B134	<b>ADDITIONAL COST</b>	
<b>SCHOOL</b>	School of Human Resources		
<b>CENTRE</b>	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.
<b>LOCATION</b>	St. James Campus		
<b>DURATION</b>	2 years (4 semesters)		
<b>FIELD EDUCATION</b>	Optional Field Education Course (BUS 1067)	<b>International students:</b>	Visit the International Fees and Related Costs <sup>2</sup> page for more information.
<b>STARTING MONTH</b>	September, January		
<b>CREDENTIAL</b>	Ontario College Diploma		
<b>YEAR OF STUDY</b>	2018-2019		
<b>METHOD OF STUDY</b>	FT		
<b>APPLY TO</b>	Ontario Colleges <sup>1</sup>		

The **Business – Human Resources** program at George Brown College in Toronto provides students with a practical approach to human resources management that prepares them for a variety of careers within this growing field. They will learn 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 Ontario<sup>3</sup>.



### 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](http://coned.georgebrown.ca).

### FIELD EDUCATION OPTIONS

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 education<sup>4</sup> at the Centre for Business.

### PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Participate in the recruitment, selection, and retention of employees.
2. Participate in performance management processes.
3. Participate in the planning, delivery, and evaluation of employee orientation, training, and development programs.

4. Contribute to an organization's success through effective employee relations.
5. Assist with the administration and communication of the organization's total compensation plan.
6. Participate in organizational health and safety policies and practices.
7. Apply current and emerging information technologies to support the human resources function.
8. Implement organizational development strategies aimed at promoting organizational effectiveness.
9. Communicate human resources information accurately and credibly in oral, written, and graphic form.
10. Plan and act on personal professional development plans to achieve ongoing competence in human resources professional practice.
11. Identify the human resources component of a business plan.
12. Assist in the collection and analysis of human resources data.

## REQUIRED COURSES

In order to graduate from the **B134 program**, you need to complete **27 courses**: **23** Mandatory courses, **1** Business Elective 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 27 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 One, Two, Three and Four):** You must complete **4** General Education courses (one per semester). **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.

Printable Curriculum Planner 2018-2019 

## 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
GHUM 1087	Successful Social Relations	NONE

## SEMESTER 2

Code	Courses	Pre-requisite
ACCT1036	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
Select One General Education Elective		

## SEMESTER 3

Code	Courses	Pre-requisite
ECON 1034	Introduction to Economics	NONE
HRM 2002	Training & Development	HRM 1030
HRM 2003	Recruitment and Selection	HRM 1030
LAW 1006	Employment and Human Rights Law	HRM 1030
PSY 1129	Organizational Behaviour	NONE
STAT 1012	Business Statistics	MATH 1095
Select One General Education Elective		

## SEMESTER 4

Code	Courses	Pre-requisite
HRM 2021	Compensation	HRM 1029
HRM 2027	Coaching for Effective Performance Management	HRM 1029
HSAF 1001	Workplace Health & Safety	HRM 1030
STS 1037	Career Planning & Development	NONE
Select One General Education Elective		
Select Field Education Course or Business 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.

To see the list of General Education Electives click [here](#).

## ELECTIVES

### BUSINESS ELECTIVES

Code	Courses	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
CMMK 1156	Talking Business	COMM 1034
HRM 2005	Human Resources Planning	HRM 1030
ACCT 2031	Managerial Accounting	ACCT 1036
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
ECON 1031	Microeconomics	None
BUS 1067	Field Education	By Application Only
HRM 2023	Labour Relations	HRM 1030
ECON 1032	Macroeconomics	None

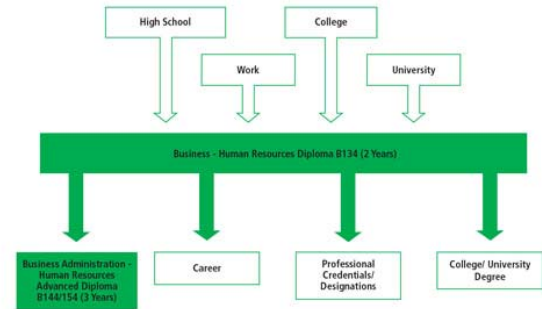
## YOUR CAREER

Graduates will be trained to assume entry-level positions in human resource departments and can find employment in the following areas:

- Recruitment and Selection
- Compensation
- Benefits Administration
- Human Resources Customer Service
- Career Planning and Development

## FUTURE STUDY OPTIONS

Educational Pathways B134



This program has a pathway to the Business Administration – Human Resources B144<sup>5</sup>/B154<sup>6</sup> three-year advanced diploma program.

For information on future study options, see [georgebrown.ca/transferguide](http://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 Assessment<sup>7</sup> for English and Math, OR may consider upgrading to achieve the credit(s) needed in English<sup>8</sup> and Math<sup>9</sup>.

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](http://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](http://georgebrown.ca/englishproficiency) for more details

## INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions<sup>10</sup> page for more information.



"These last two years at George Brown College have been the best two years of my life. From the very beginning to the very end, George Brown has taught me everything I need to know to succeed in the real world and for that, I am forever grateful. It was more than just knowledge and skills as I had the luxury of working with welcoming professors and colleagues who eventually became close friends. I am certain that my experiences at George Brown will help me find success!"

**Abhiman Vigneswaran** (Graduate 2016, Business – Human Resources)

## 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](mailto: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](mailto: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](mailto: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](mailto: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 – HUMAN RESOURCES (B134)

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

**Julie Bulmash**, Program Co-ordinator

**Email:** [jbulmash@georgebrown.ca](mailto:jbulmash@georgebrown.ca)

or

**Angie Gorassi**, Program Co-ordinator

**Email:** [agorassi@georgebrown.ca](mailto:agorassi@georgebrown.ca)

**Elizabeth Speers**, Director, Centre for Business

**Email:** [espeers@georgebrown.ca](mailto: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 up<sup>17</sup> for an upcoming session.

### LINKS REFERENCE

<sup>1</sup><https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B134&lang=en>

<sup>2</sup><http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

<sup>3</sup><http://www.hrpa.ca/>

<sup>4</sup>[http://www.georgebrown.ca/business/learning\\_environment/](http://www.georgebrown.ca/business/learning_environment/)

<sup>5</sup><http://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/>

<sup>6</sup><http://www.georgebrown.ca/programs/business-administration-human-resources-program-with-work-experience-b154/>

<sup>7</sup><http://www.georgebrown.ca/assessment/admi-pre/>

<sup>8</sup><http://www.georgebrown.ca/upgrading-credits/english-diploma/>

<sup>9</sup><http://www.georgebrown.ca/upgrading-credits/math-diploma/>

<sup>10</sup><http://www.georgebrown.ca/international/futurestudents/applynow/>

<sup>11</sup><http://www.georgebrown.ca/admissions/>

<sup>12</sup><http://www.georgebrown.ca/international/>

<sup>13</sup><http://www.georgebrown.ca/financialaid/>

<sup>14</sup>[http://www.georgebrown.ca/entry\\_advising\\_faq.aspx](http://www.georgebrown.ca/entry_advising_faq.aspx)

<sup>15</sup><http://www.georgebrown.ca/advising/contactform/>

<sup>16</sup>[http://www.georgebrown.ca/info\\_sessions.aspx](http://www.georgebrown.ca/info_sessions.aspx)

<sup>17</sup>[http://www.georgebrown.ca/business\\_infosessions/](http://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.*

# BUSINESS ADMINISTRATION - HUMAN RESOURCES PROGRAM (B144)

<b>PROGRAM NAME</b>	Business Administration – Human Resources	<b>TUITION</b>	\$4,120.00 *
<b>COURSE CODE</b>	B144	<b>ADDITIONAL COST</b>	
<b>SCHOOL</b>	School of Human Resources		
<b>CENTRE</b>	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.
<b>LOCATION</b>	St. James Campus		
<b>DURATION</b>	3 years (6 semesters)		
<b>FIELD EDUCATION</b>	Field Education Course (Optional)		<b>International students:</b> Visit the International Fees and Related Costs <sup>2</sup> page for more information.
<b>STARTING MONTH</b>	September, January		
<b>CREDENTIAL</b>	Ontario College Advanced Diploma		
<b>YEAR OF STUDY</b>	2018-2019		
<b>METHOD OF STUDY</b>	FT		
<b>APPLY TO</b>	Ontario Colleges <sup>1</sup>		

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 Ontario<sup>3</sup>.

## 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](http://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 Experience<sup>4</sup> should apply to B154<sup>5</sup>.

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 education<sup>6</sup> 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
<b>Select Two Business Electives</b>		
<b>Select Two General Education Electives</b>		

## SEMESTER 6

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

**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

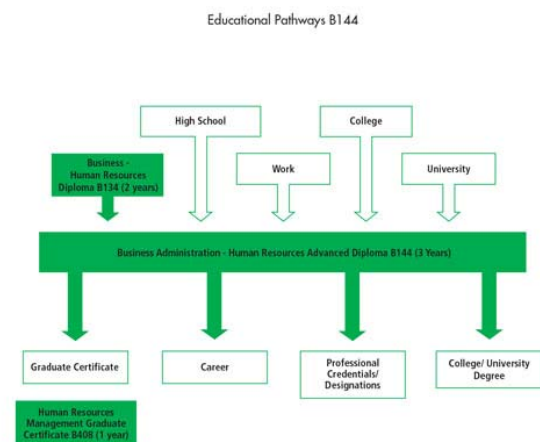
Graduates of this program will be equipped to enter a wide range of positions across a broad spectrum of public and private sector organizations such as financial institutions, retail, general business, manufacturing, government, legal firms and human resources consulting firms. Graduates of the program 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](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](http://senecac.on.ca/fulltime/HST.html). For information on additional future study options, see [georgebrown.ca/transferguide](http://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 Assessment<sup>7</sup> for English and Math, OR may consider upgrading to achieve the credit(s) needed in English<sup>8</sup> and Math<sup>9</sup>.

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](http://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](http://georgebrown.ca/englishproficiency) for more details

## INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions<sup>10</sup> 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)"

Re<sup>11</sup>ad more about Henry's road to success<sup>12</sup>



"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](mailto:admissions@georgebrown.ca) or visit the Admissions web page.

### INTERNATIONAL STUDENT ADMISSIONS

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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](mailto: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](mailto: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](mailto:jbulmash@georgebrown.ca)  
or  
**Angie Gorassi**, Program Co-ordinator  
**Email:** [agorassi@georgebrown.ca](mailto:agorassi@georgebrown.ca)

**Elizabeth Speers**, Director, Centre for Business  
**Email:** [espeers@georgebrown.ca](mailto:espeers@georgebrown.ca)

### VISIT OUR CAMPUS

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### LINKS REFERENCE

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

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# BUSINESS ADMINISTRATION - HUMAN RESOURCES PROGRAM (WITH WORK EXPERIENCE) (B154)

<b>PROGRAM NAME</b>	Business Administration – Human Resources	<b>TUITION</b>	\$4,120.00 * †
<b>COURSE CODE</b>	B154	<b>ADDITIONAL COST</b>	
<b>SCHOOL</b>	School of Human Resources		
<b>CENTRE</b>	Business		
<b>LOCATION</b>	St. James Campus		
<b>DURATION</b>	3 years (6 semesters in-class, 2 semesters work experience)		
<b>FIELD EDUCATION</b>	Work Experience (Co-op or Internship) Required		
<b>STARTING MONTH</b>	September, January		
<b>CREDENTIAL</b>	Ontario College Advanced Diploma		
<b>YEAR OF STUDY</b>	2018-2019		
<b>METHOD OF STUDY</b>	FT		
<b>APPLY TO</b>	Ontario Colleges <sup>1</sup>		

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 (with work experience)** 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. You will learn how 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 Ontario<sup>3</sup>.

This program (B154) is offered with Work Experience. Students wishing to apply for Business Administration – Human Resources **without** work experience<sup>4</sup> should apply to B144<sup>5</sup>.

## 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](http://coned.georgebrown.ca).

## FIELD EDUCATION OPTIONS

### WORK EXPERIENCE (CO-OP OR INTERNSHIP WORK TERM)

This program requires the successful completion of two semesters of work term experience to graduate. This work experience is either Co-op (paid) or Internship (unpaid). Either one will give you the practical experience employers value.

George Brown works with employers and industry partners to identify potential work experience opportunities. Students are also strongly encouraged to pursue self-directed industry work experience opportunities they believe would provide the learning experiences they value and meet the learning outcomes of the program.

This valuable work experience can in turn be added to your resume.

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 education<sup>6</sup> 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 **B154** program, you need to complete **37** courses: **27** Mandatory courses, **7** Business Electives, and **3** General Education Electives. For the **B154** program you need to take an additional course Work Experience Prep Course (BUS 1000) in semester 3, and complete 2 Work Experience Terms.

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
BUS 1000	*Work Experience Prep Course	COMM 1007 & 3.0 GPA

\*This course is mandatory only for students taking the Work Experience Option (B154)

### 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 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:

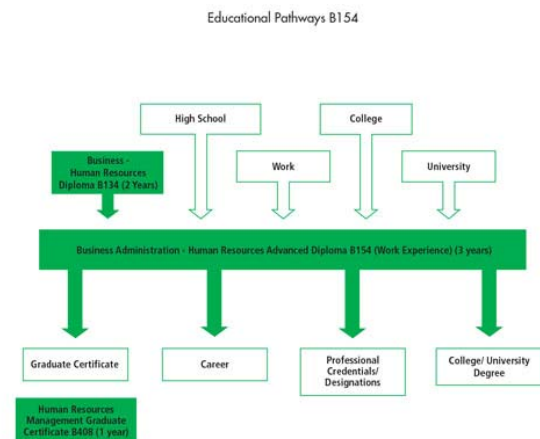
- Human Resources Coordinator
- Human Resources Assistant
- Human Resources Specialist
- Human Resources Administrator
- Recruitment Coordinator

## 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](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](http://senecac.on.ca/fulltime/HST.html).

For information on additional future study options, see [georgebrown.ca/transferguide](http://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 AND NO OSSD)

Mature Students may take the Admissions Assessment<sup>7</sup> for English and Math, OR may consider upgrading to achieve the credit(s) needed in English<sup>8</sup> and Math<sup>9</sup>.

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](http://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](http://georgebrown.ca/englishproficiency) for more details

## INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions<sup>10</sup> page for more information.



"I had an amazing experience at George Brown College. I chose a wonderful career where I had the immense fortune to meet great classmates and teachers, who not only taught us the key concepts in the class but also encouraged us to be successful in the field. George Brown

College also helped me to fulfil my academic experience by being the bridge that allowed me to be part of the Pan Am/Parapan Am Games during my co-op terms, which had a great impact on my career and future."

**Carolina Giraldo-Lopez** (Graduate 2016, Business Administration – Human Resources)



"My advice to future students would be to always get academic advising in your program to make sure you're on the right track to success. Make sure that you use the resources available to you: Tutoring & Learning Centre, Academic Advising, Peerconnect, Career Centre, Counselling

and much more! Try to strike a balance between studies and extracurricular activities and you'll find the school more rewarding. Plus, you will be more attractive to employers."

**Ron Greenberg** (Student, Business Administration – Human Resources)

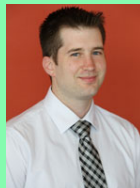


"My second semester at George Brown College in the Business Administration – Human Resources program was both challenging and extremely rewarding. The information that was presented to me and the assignments I completed have allowed me to grow not only professionally but also

personally. I know I will continue to learn more about myself and my career interests as my immersion in the program continues.

I have been fortunate enough to gain an excellent experience in my first co-op placement at a top recruiting firm. I thoroughly feel the skills and knowledge I have gained through the program at George Brown College, in combination with my experiences at this co-op placement, will prepare me in the best ways possible for what I hope will be a meaningful career."

**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 develop myself beyond the classroom."

**Richard Tate** (Graduate 2013, Business Administration – Human Resources)



## 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](mailto: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](mailto: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](mailto:FinAid@georgebrown.ca) or visit the Financial Aid web page.

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1-800-265-2002 TTY: 1-877-515-5559

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For general inquiries, please contact the Centre for Business:  
Email: [business@georgebrown.ca](mailto: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 Co-ordinators:

**Julie Bulmash**, Program Co-ordinator  
**Email:** [jbulmash@georgebrown.ca](mailto:jbulmash@georgebrown.ca)  
or  
**Angie Gorassi**, Program Co-ordinator  
**Email:** [agorassi@georgebrown.ca](mailto:agorassi@georgebrown.ca)

**Elizabeth Speers**, Director, Centre for Business  
**Email:** [espeers@georgebrown.ca](mailto:espeers@georgebrown.ca)

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### LINKS REFERENCE

- <sup>1</sup><https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B154&lang=en>
- <sup>2</sup><http://www.georgebrown.ca/international/futurestudents/tuitionfees/>
- <sup>3</sup><http://www.hrpa.ca/>
- <sup>4</sup><http://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/>
- <sup>5</sup><http://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/>
- <sup>6</sup>[http://www.georgebrown.ca/business/learning\\_environment/](http://www.georgebrown.ca/business/learning_environment/)
- <sup>7</sup><http://www.georgebrown.ca/assessment/admi-pre/>
- <sup>8</sup><http://www.georgebrown.ca/upgrading-credits/english-diploma/>
- <sup>9</sup><http://www.georgebrown.ca/upgrading-credits/math-diploma/>
- <sup>10</sup><http://www.georgebrown.ca/international/futurestudents/applynow/>
- <sup>11</sup><http://www.georgebrown.ca/admissions/>
- <sup>12</sup><http://www.georgebrown.ca/international/>
- <sup>13</sup><http://www.georgebrown.ca/financialaid/>
- <sup>14</sup>[http://www.georgebrown.ca/entry\\_advising\\_faq.aspx](http://www.georgebrown.ca/entry_advising_faq.aspx)
- <sup>15</sup><http://www.georgebrown.ca/advising/contactform/>
- <sup>16</sup>[http://www.georgebrown.ca/info\\_sessions.aspx](http://www.georgebrown.ca/info_sessions.aspx)
- <sup>17</sup>[http://www.georgebrown.ca/business\\_infosessions/](http://www.georgebrown.ca/business_infosessions/)

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# HUMAN RESOURCES MANAGEMENT PROGRAM (POSTGRADUATE) (B408)

<b>PROGRAM NAME</b>	Human Resources Management	<b>TUITION</b>	\$4,162.00 * †
<b>COURSE CODE</b>	B408	<b>ADDITIONAL COST</b>	
<b>SCHOOL</b>	School of Human Resources		
<b>CENTRE</b>	Business		
<b>LOCATION</b>	St. James Campus		
<b>DURATION</b>	12 months (2 semesters in-class, 1 semester work experience)		
<b>FIELD EDUCATION</b>	Work Experience (Co-op or Internship) Required		
<b>STARTING MONTH</b>	September, January, May		
<b>CREDENTIAL</b>	Ontario College Graduate Certificate		
<b>YEAR OF STUDY</b>	2018-2019		
<b>METHOD OF STUDY</b>	FT		
<b>APPLY TO</b>	Ontario Colleges <sup>1</sup>		

\*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.

† This program includes 1 Work Experience semester. The tuition fee for this program does NOT include the cost of the Work Experience semester. The Work Experience fee of \$450 covers the cost of the Work Experience Preparation course and Work Experience semester.

**International students:** Visit the International Fees and Related Costs<sup>2</sup> page for more information.

Organizations today require engaged, motivated employees who understand how to effectively support organizational goals while enhancing their own skills and knowledge. Becoming a valued advisor to the business is a Human Resources (HR) imperative, and understanding how to effectively demonstrate a set of key behaviours is of utmost importance.

George Brown's **Human Resources Management** graduate certificate program comprehensively covers the key HR functions in this exciting field. Taught by seasoned HR professionals with industry experience, the program blends business-related theory and practical application to highlight how HR functions as a strategic partner to business units. Students explore the role of the HR department and the key accountability requirements to demonstrate a high level of professionalism in a work-related setting.

Upon completion of the program, you will be able to:

- Describe how employment legislation impacts human resources
- Design human resources policies and programs
- Facilitate employee training and development
- Ensure health and safety in the workplace
- Recruit and select employees
- Promote diversity
- Manage performance
- Recommend strategic change initiatives
- Develop a total rewards system
- Manage employee/labour relations
- Create a comprehensive human resources plan

For those students who wish to pursue the Certified Human Resources Professional designation (CHRP), all applicable courses in the B408 program are HRPA approved. The courses prepare students to write the National Knowledge Exam offered by the Human Resources Professionals Association (HRPA). Refer to [hrpa.ca](http://hrpa.ca) for requirements and additional information on this designation.



## 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](http://coned.georgebrown.ca).

## FIELD EDUCATION OPTIONS

### WORK EXPERIENCE (CO-OP OR INTERNSHIP WORK TERM)

This program requires the successful completion of one semester of work experience to graduate. This work experience is either co-op (paid) or internship (unpaid). Students are also strongly encouraged to pursue self-directed industry work experience opportunities they believe would provide the learning experiences they value and meet the learning outcomes of the program. This valuable work experience can in turn be added to your resume.

Find out more about field education<sup>3</sup> at the Centre for Business.

## PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
2. Administer and contribute to the design and evaluation of the performance management program.
3. Develop, implement, and evaluate employee orientation, training, and development programs.
4. Facilitate and support effective employee and labour relations in both non-union and union environments.
5. Research and support the development and communication of the organization's total compensation plan.
6. Collaborate with others in the development, implementation, and evaluation of organizational health and safety policies and practices.
7. Research and analyze information needs and apply current and emerging information technologies to support the human resources function.
8. Develop, implement, and evaluate 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. Manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice.
11. Facilitate and communicate the human resources component of the organization's business plan.
12. Conduct research, produce reports, and recommend changes in human resources practices.

## REQUIRED COURSES

In order to graduate from the **B408 program**, you must successfully complete the following **13** Mandatory courses and **1** Work Experience Term.

### SEMESTER 1

Code	Course Name	Co-requisite
ACCT 4005	Financial Accounting	NONE
BUS 4017	Project Management	NONE
HRM 4003	Human Resource Management	NONE
HRM 4004	Organizational Effectiveness	NONE
HRM 4005	Recruitment and Selection	HRM 4003
HRM 4008	Training and Development **	HRM 4003

### SEMESTER 2

Code	Course Name	Pre-requisite
HRM 4009	Compensation	HRM 4003
HRM 4010	Labor Relations and Collective Agreements	HRM 4003
HRM 4011	Employment and Human Rights Law	HRM 4003
HRM 4012	Human Resources Planning	HRM 4003
HRM 4013	Occupational Health and Safety	HRM 4003
HRM 4015	HR Seminar Series *	HRM 4003
BUS 4000	Work Experience Prep Course	NONE

### WORK EXPERIENCE TERM

Code	Course Name	Pre-requisite
COOP 4003 or INTN 4003	Work Experience (Coop) / Work Experience (Internship)	BUS 4000

Course Exemptions (Four course maximum): The equivalent course must be from a recognized University with a minimum grade of 70% and HRPA (Human Resources Professional Association of Ontario) approved, where applicable.

\* Students who begin the program in September or May will take the HR Seminar Series in Semester 2, while those who begin in January will take it in Semester 1.

**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)

Students who wish to gain further knowledge and practical experience in training and development 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	Course Name	Pre-requisite
HRM 4008	Training & Development	HRM 4003 Co-requisite
HRM 2028	Training Design & Delivery	HRM 4008
HRM 2027	Coaching for Effective Performance Management	HRM 4003

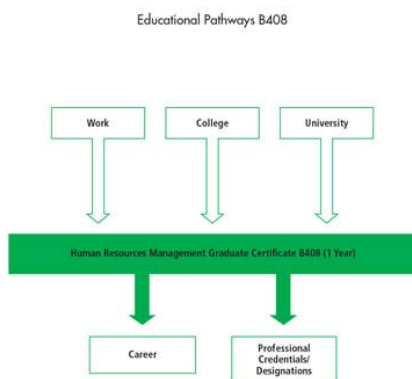
## YOUR CAREER

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, human resources consulting firms and not-for-profit organizations. Students will develop the skills and knowledge to enter into the human resources field and be ready to move up the career ladder. Graduates of the program have found employment as:

- Human Resources Generalist
- Recruiter
- Learning and Development Coordinator
- Compensation Analyst
- Human Resources Coordinator

## FUTURE STUDY OPTIONS

Students who wish to gain further knowledge and practical experience in training and development 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. Refer to [https://performanceandlearning.ca/page/certification\\_main](https://performanceandlearning.ca/page/certification_main) for additional information on this designation.



## ADMISSION REQUIREMENTS

- Bachelor's Degree in any field of study

### ENGLISH LANGUAGE PROFICIENCY

Applicants with international transcripts who do not provide English proficiency test results must test at the College level in the George Brown College English assessment to be considered for admission.

Please visit [georgebrown.ca/englishproficiency](http://georgebrown.ca/englishproficiency) for more details.

## COURSE EXEMPTIONS

Some college and university credits may qualify you for exemptions. Please visit [georgebrown.ca/transferguide](http://georgebrown.ca/transferguide) for more information.

## INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions<sup>4</sup> page for more information.



"George Brown's postgraduate Human Resources Management program has been an outstanding stepping stone for me as I enter the HR professional field. I am grateful to the professors for encouraging and supporting all students with the opportunity to excel within the curriculum.

The professors have exceptional HR experiences that provide further insight and real-life examples of what we learn. George Brown has provided me with the fundamental skills and knowledge that I will be able to transfer to my professional career."

**Caroline Vieira** (Graduate 2016, Human Resources Management)



"At the start of this program I vowed I would do my best to achieve nothing short of excellence in the Human Resources postgraduate program, as many people tried to discourage me from pursuing a career in Human Resources, since I was coming from a purely science educational background. As a result, a lot of friends and family were not convinced I could make a smooth transition to the business field without starting from an undergraduate business program level. Today I can boldly say I proved myself right in pursuing this program, and I am more committed than ever to the community of George Brown College that has brought me so much joy and success."

**Franklina Tawiah** (Graduate 2015, Human Resources Management)



"I got all the real-world skills and hands-on experience that I could ask for. A lot of the skills that I learned at George Brown during my program were very transferable. We were practicing what we might actually do in the real world as if we were working for an organization already and expected

to do these things. Co-op is also one of the biggest elements in any one of these postgraduate programs. They had a real focus on building those relationships with employers. I did my co-op at the Metropolitan Hotel in downtown Toronto. I spent about five months there, working as their HR Coordinator and it was an incredible experience." Hear more about Paul Koshy's story in our video<sup>5</sup>.

**Paul Koshy** (Graduate 2007, Human Resources Management)

## 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](mailto: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](mailto: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](mailto: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](mailto: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

### HUMAN RESOURCES MANAGEMENT (POSTGRADUATE) (B408)

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](mailto:jbulmash@georgebrown.ca)  
or  
**Angie Gorassi**, Program Co-ordinator  
Email: [agorassi@georgebrown.ca](mailto:agorassi@georgebrown.ca)

or

**Elizabeth Speers**, Director, Centre for Business  
Email: [espeers@georgebrown.ca](mailto: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 up<sup>12</sup> for an upcoming session.

### LINKS REFERENCE

<sup>1</sup><https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B408&lang=en>

<sup>2</sup><http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

<sup>3</sup>[http://www.georgebrown.ca/business/learning\\_environment/](http://www.georgebrown.ca/business/learning_environment/)

<sup>4</sup><http://www.georgebrown.ca/international/futurestudents/applynow/>

<sup>5</sup><https://www.youtube.com/watch?v=OVpGnHRu9Ls>

<sup>6</sup><http://www.georgebrown.ca/admissions/>

<sup>7</sup><http://www.georgebrown.ca/international/>

<sup>8</sup><http://www.georgebrown.ca/financialaid/>

<sup>9</sup>[http://www.georgebrown.ca/entry\\_advising\\_faq.aspx](http://www.georgebrown.ca/entry_advising_faq.aspx)

<sup>10</sup><http://www.georgebrown.ca/advising/contactform/>

<sup>11</sup>[http://www.georgebrown.ca/info\\_sessions.aspx](http://www.georgebrown.ca/info_sessions.aspx)

<sup>12</sup>[http://www.georgebrown.ca/business\\_infosessions/](http://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.*