

BUSINESS – HUMAN RESOURCES PROGRAM (B134)

PROGRAM NAME	Business – Human Resources	TUITION	\$4,221.00 *
COURSE CODE	B134	ADDITIONAL COST	
SCHOOL	School of Human Resources	* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in Fall 2018. Fees are subject to change for programs starting in Fall 2019 and at later dates.	
CENTRE	Business	International students: Visit the International Fees and Related Costs ² page for more information.	
LOCATION	St. James Campus		
DURATION	2 years (4 semesters)		
EXPERIENTIAL LEARNING	Optional Field Education Course (BUS 1067)		
STARTING MONTH	September, January		
CREDENTIAL	Ontario College Diploma		
YEAR OF STUDY	2019-2020		
METHOD OF STUDY	FT		
APPLY TO	Ontario Colleges¹		

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 Ontario³.

This Centre for Business⁴ program is part of our School of Human Resources⁵. Watch our video to learn more:

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.

EXPERIENTIAL LEARNING

Optional Field Education Course (BUS 1067)

YOUR FIELD STUDY 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 education⁶ 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.

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 & COMP 1010
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	COMP 1010
COMP 1115	Business Computer Applications II	COMP 1010
CMMK 1127	The Business Media in Canada	COMM 1034
HRM 3005	International Human Resources Management	HRM 1029
HRM 2028	Training Design and Delivery	HRM 2002
MGMT 3014	Field Based Advanced Coaching	HRM 2007 and by interview only
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	NONE
MGMT 4009	Operations Management	MATH 1095
ECON 1031	Microeconomics	None
BUS 1067	Field Education	By Application Only - Applications available in SJC 103 & SJA 313A
HRM 2023	Labour Relations	HRM 1030
ECON 1032	Macroeconomics	None

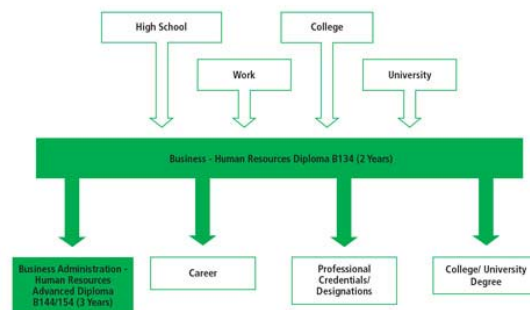
YOUR CAREER

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 B144⁷/B154⁸ three-year advanced diploma program.

For information on 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 Assessment⁹ for English and Math, OR may consider upgrading to achieve the credit(s) needed in English¹⁰ and Math¹¹.

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 Admissions¹² 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 fulfill 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)



Gladys Rose Bamba (Student, Business – Human Resources)

"I feel supported by my professors as they give me feedback on how I did well and what can I improve to become better. Their feedback is a gift. The one-on-one

coaching from Career Services, study skills workshops from Peerconnect and useful study materials available 24/7 from Library Learning Common – set me up for success!"



Abhiman Vigneswaran (Graduate 2016, Business – Human Resources)

"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!"

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/FEEES

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.

- Book online:**
Complete and submit the Client Intake Form
- 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

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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

or

Angie Gorassi, Program Co-ordinator

Email: agorassi@georgebrown.ca

Elizabeth Speers, Director, Centre for Business

Email: espeers@georgebrown.ca

VISIT OUR CAMPUS

This program is offered out of our School of Human Resources¹⁹ and classes take place at our St. James Campus²⁰, mainly at 200 King St. E.²¹, and 290 Adelaide St. E.²², Toronto, ON, Canada.

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, and experience what it is like to be in a George Brown College classroom. Sign up²³ for an upcoming session.

Campus tours are offered on a regular basis. Sign up²⁴ today!

LINKS REFERENCE

- ¹<https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B134&lang=en>
- ²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>
- ³<http://www.hrpa.ca/>
- ⁴<http://www.georgebrown.ca/business/>
- ⁵<http://www.georgebrown.ca/business/humanresources/>
- ⁶http://www.georgebrown.ca/business/learning_environment/
- ⁷<http://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/>
- ⁸<http://www.georgebrown.ca/programs/business-administration-human-resources-program-with-work-experience-b154/>
- ⁹<http://www.georgebrown.ca/assessment/admi-pre/>
- ¹⁰<http://www.georgebrown.ca/upgrading-credits/english-diploma/>
- ¹¹<http://www.georgebrown.ca/upgrading-credits/math-diploma/>
- ¹²<http://www.georgebrown.ca/international/futurestudents/howtoapply/>
- 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
- ¹⁹<http://www.georgebrown.ca/business/humanresources/>
- ²⁰<http://www.georgebrown.ca/campuses/st-james/>
- ²¹<https://www.google.com/maps/place/George+Brown+College/@43.650962,-79.3724126,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0x2a2d39cb9b79ac42!8m2!3d43.650962!4d-79.3702239>
- ²²<https://www.google.com/maps/place/George+Brown+College/@43.6519459,-79.3722555,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0x975fd3a1900dc06!8m2!3d43.6519459!4d-79.3700668>
- ²³http://www.georgebrown.ca/business_infosessions/
- ²⁴http://www.georgebrown.ca/campus_tours/

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.