HUMAN RESOURCES MANAGEMENT PROGRAM (POSTGRADUATE) (B408)

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>Human Resources Management</th>
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<tbody>
<tr>
<td>COURSE CODE</td>
<td>B408</td>
</tr>
<tr>
<td>SCHOOL</td>
<td>School of Human Resources</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Business</td>
</tr>
<tr>
<td>LOCATION</td>
<td>St. James Campus</td>
</tr>
<tr>
<td>DURATION</td>
<td>12 months (2 semesters in-class, 1 semester work experience)</td>
</tr>
<tr>
<td>FIELD EDUCATION</td>
<td>Work Experience (Co-op or Internship) Required</td>
</tr>
<tr>
<td>STARTING MONTH</td>
<td>September, January, May</td>
</tr>
<tr>
<td>CREDENTIAL</td>
<td>Ontario College Graduate Certificate</td>
</tr>
<tr>
<td>YEAR OF STUDY</td>
<td>2019-2020</td>
</tr>
<tr>
<td>METHOD OF STUDY</td>
<td>FT</td>
</tr>
<tr>
<td>APPLY TO</td>
<td>Ontario Colleges¹</td>
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</table>

**TUITION**

$4,299.00 * †

**ADDITIONAL COST**

* 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.

† 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 Costs² 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 for requirements and additional information on this designation.

This Centre for Business³ program is part of our School of Human Resources⁴.

**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**

**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 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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 4005</td>
<td>Financial Accounting</td>
<td>NONE</td>
</tr>
<tr>
<td>BUS 4017</td>
<td>Project Management</td>
<td>NONE</td>
</tr>
<tr>
<td>HRM 4003</td>
<td>Human Resource Management</td>
<td>NONE</td>
</tr>
<tr>
<td>HRM 4004</td>
<td>Organizational Effectiveness</td>
<td>NONE</td>
</tr>
<tr>
<td>HRM 4005</td>
<td>Recruitment and Selection</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 4008</td>
<td>Training and Development **</td>
<td>HRM 4003</td>
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**SEMESTER 2**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 4009</td>
<td>Compensation</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 4010</td>
<td>Labor Relations and Collective Agreements</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 4011</td>
<td>Employment and Human Rights Law</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 4012</td>
<td>Human Resources Planning</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 4013</td>
<td>Occupational Health and Safety</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 4015</td>
<td>HR Seminar Series *</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>BUS 4000</td>
<td>Work Experience Prep Course</td>
<td>NONE</td>
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**WORK EXPERIENCE TERM**

<table>
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<tr>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
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<tbody>
<tr>
<td>COOP 4003 or INTN 4003</td>
<td>Work Experience (Coop) / Work Experience (Internship)</td>
<td>BUS 4000</td>
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</table>

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.

**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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
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<tbody>
<tr>
<td>HRM 4008</td>
<td>Training &amp; Development</td>
<td>HRM 4003 Co-requisite</td>
</tr>
<tr>
<td>HRM 2027</td>
<td>Coaching for Effective Performance Management</td>
<td>HRM 4003</td>
</tr>
<tr>
<td>HRM 2028</td>
<td>Training Design &amp; Delivery</td>
<td>HRM 4008</td>
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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 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 for more details.

COURSE EXEMPTIONS

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

INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions page for more information.
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:

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

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

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

VISIT OUR CAMPUS
This program is offered out of our School of Human Resources and classes take place at our St. James Campus, mainly at 200 King St. E., and 290 Adelaide St. E., 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 up for an upcoming session.

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

LINKS REFERENCE
1https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B408&lang=en
2http://www.georgebrown.ca/international/futurestudents/tuitionfees/
3http://www.georgebrown.ca/business/
4http://www.georgebrown.ca/business/humanresources/
5http://www.georgebrown.ca/business/learning_environment/
6http://www.georgebrown.ca/business/
7http://www.georgebrown.ca/international/futurestudents/applynow/
8https://www.youtube.com/watch?v=OVpGHRu9Ls
9http://www.georgebrown.ca/admissions/
10http://www.georgebrown.ca/international/
11http://www.georgebrown.ca/financialaid/
12http://www.georgebrown.ca/entry_advising_faq.aspx
13http://www.georgebrown.ca/advising/contactform/
14http://www.georgebrown.ca/info_sessions.aspx
15http://www.georgebrown.ca/business/humanresources/
16http://www.georgebrown.ca/campususes/st-james/
17https://www.google.com/maps/place/George+Browm+College/@43.650962,-79.370223,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0x2a2d39cb9b79ac42!8m2!3d43.650962!4d-79.370223
18https://www.google.com/maps/place/George+Browm+College/@43.6519459,-79.3700668,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0x975fd3a1900dc061!8m2!3d43.6519459!4d-79.3700668
19http://www.georgebrown.ca/business_infosessions/
20http://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.