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.

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<thead>
<tr>
<th>SEMESTER 1</th>
<th>Code</th>
<th>Courses</th>
<th>Pre-requisite</th>
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<tbody>
<tr>
<td>BUS 1038</td>
<td>Business Concepts I</td>
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<td>COMM 1007</td>
<td>College English</td>
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<td>COMP 1010</td>
<td>Business Computer Applications</td>
<td>NONE</td>
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<tr>
<td>HRM 1029</td>
<td>Principles of Human Resource Management I</td>
<td>NONE</td>
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<td>MARK 1020</td>
<td>Principles of Marketing I</td>
<td>NONE</td>
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<td>MATH 1008</td>
<td>Math for Business &amp; Management I</td>
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<tr>
<td>GHUM 1087</td>
<td>Successful Social Relations</td>
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<td>ACCT1036</td>
<td>Principles of Accounting</td>
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<td>BUS 1040</td>
<td>Project Management</td>
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<td>COMM 1034</td>
<td>Professional Communications I</td>
<td>COMM 1007</td>
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<td>HRM 2004</td>
<td>Human Resources Info Systems</td>
<td>HRM 1029 &amp; COMP 1010</td>
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<td>HRM 1030</td>
<td>Principles Of Human Resource Management II</td>
<td>HRM 1029</td>
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<td>MATH 1095</td>
<td>Math for Business &amp; Management II</td>
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<td>Recruitment and Selection</td>
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<td>LAW 1006</td>
<td>Employment and Human Rights Law</td>
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<td>PSY 1129</td>
<td>Organizational Behaviour</td>
<td>NONE</td>
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<td>STAT 1012</td>
<td>Business Statistics</td>
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<td>HRM 2027</td>
<td>Coaching for Effective Performance Management</td>
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<td>Workplace Health &amp; Safety</td>
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</tr>
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<td>STS 1037</td>
<td>Career Planning &amp; Development</td>
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<tr>
<td>Select Field Education Course or Business Elective</td>
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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

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
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<td>COMP 1113</td>
<td>Principles of E-Business</td>
<td>COMP 1010</td>
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<td>COMP 1115</td>
<td>Business Computer Applications II</td>
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<td>The Business Media in Canada</td>
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<td>HRM 3005</td>
<td>International Human Resources Management</td>
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<td>HRM 2028</td>
<td>Training Design and Delivery</td>
<td>HRM 2002</td>
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<td>MGMT 3014</td>
<td>Field Based Advanced Coaching</td>
<td>HRM 2007 and by interview only</td>
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<td>HRM 2005</td>
<td>Human Resources Planning</td>
<td>HRM 1030</td>
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<td>ACCT 2031</td>
<td>Managerial Accounting</td>
<td>ACCT 1036</td>
</tr>
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<td>BUS 1041</td>
<td>Small Business Management</td>
<td>BUS 1038</td>
</tr>
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<td>CMMK 1114</td>
<td>Business Research &amp; Report Writing</td>
<td>COMM 1034</td>
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<td>MARK 2053</td>
<td>Negotiation Skills</td>
<td>NONE</td>
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<td>MGMT 4009</td>
<td>Operations Management</td>
<td>MATH 1095</td>
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<tr>
<td>ECON 1031</td>
<td>Microeconomics</td>
<td>None</td>
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<td>BUS 1067</td>
<td>Field Education</td>
<td>By Application Only - Applications available in SJC 103 &amp; SJA 313A</td>
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<td>HRM 2023</td>
<td>Labour Relations</td>
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</tr>
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<td>ECON 1032</td>
<td>Macroeconomics</td>
<td>None</td>
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</tbody>
</table>

### 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

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 Assessment for English and Math, OR may consider upgrading to achieve the credit(s) needed in English and Math.

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 Admissions page for more information.

APPLY TO

Domestic students should apply through Ontario Colleges

CONTACT US

INFORMATION SESSIONS

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.

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

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

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

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 Resources\(^2\) and classes take place at our St. James Campus\(^2\), mainly at 200 King St. E.\(^2\), and 290 Adelaide St. E.\(^2\), Toronto, ON, Canada. Campus tours are offered on a regular basis. Sign up\(^2\) today!

LINKS REFERENCE

2. [https://www.georgebrown.ca/international/futurestudents/tuitionfees/](https://www.georgebrown.ca/international/futurestudents/tuitionfees/)
4. [https://www.georgebrown.ca/business/](https://www.georgebrown.ca/business/)
5. [https://www.georgebrown.ca/business/humanresources/](https://www.georgebrown.ca/business/humanresources/)
6. [https://www.georgebrown.ca/business/learning_environment/](https://www.georgebrown.ca/business/learning_environment/)
7. [https://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/](https://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/)
10. [https://www.georgebrown.ca/upgrading-credits/english-diploma/](https://www.georgebrown.ca/upgrading-credits/english-diploma/)
11. [https://www.georgebrown.ca/upgrading-credits/math-diploma/](https://www.georgebrown.ca/upgrading-credits/math-diploma/)
12. [https://www.georgebrown.ca/international/futurestudents/howtoapply/](https://www.georgebrown.ca/international/futurestudents/howtoapply/)
14. [https://www.georgebrown.ca/business_infosessions/](https://www.georgebrown.ca/business_infosessions/)
15. [https://www.georgebrown.ca/admissions/](https://www.georgebrown.ca/admissions/)
16. [https://www.georgebrown.ca/international/](https://www.georgebrown.ca/international/)
17. [https://www.georgebrown.ca/financialaid/](https://www.georgebrown.ca/financialaid/)
18. [https://www.georgebrown.ca/advising/faq/](https://www.georgebrown.ca/advising/faq/)
19. [https://www.georgebrown.ca/advising/appointments/](https://www.georgebrown.ca/advising/appointments/)
20. [https://www.georgebrown.ca/business/humanresources/](https://www.georgebrown.ca/business/humanresources/)
21. [https://www.georgebrown.ca/campuses/st-james/](https://www.georgebrown.ca/campuses/st-james/)
22. [https://www.google.com/maps/place/George+Brown+College/@43.650962,-79.3702239/data=!3m1!4b1!4m5!3m4!1s0x0:0x2a2d39cb9b79ac42!8m2!3d43.650962!4d-79.3702239](https://www.google.com/maps/place/George+Brown+College/@43.650962,-79.3702239/data=!3m1!4b1!4m5!3m4!1s0x0:0x2a2d39cb9b79ac42!8m2!3d43.650962!4d-79.3702239)
23. [https://www.google.com/maps/place/George+Brown+College/@43.6519459,-79.3700668/data=!3m1!4b1!4m5!3m4!1s0x0:0x975fd3a1900dc061f8m2!3d43.6519459!4d-79.3700668](https://www.google.com/maps/place/George+Brown+College/@43.6519459,-79.3700668/data=!3m1!4b1!4m5!3m4!1s0x0:0x975fd3a1900dc061f8m2!3d43.6519459!4d-79.3700668)
24. [https://www.georgebrown.ca/campus_tours/](https://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.
In today’s rapidly changing business world, organizations are realizing that their greatest asset is their employees and that effective people management is a key factor in their overall success. The Business Administration – Human Resources program will provide you with a practical approach to human resources management, preparing you for a variety of careers within this exciting and growing field.

This learning experience will enable you to:

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

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

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**

Field Education Course (Optional)

**YOUR FIELD STUDY OPTIONS**

This program (B144) is also offered with work experience and students wishing to apply for Business Administration – Human Resources with Work Experience⁶ should apply to B154⁷.

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 education⁸ 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**

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<tr>
<th>Code</th>
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<td>Business Concepts I</td>
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<td>COMM 1007</td>
<td>College English</td>
<td>NONE</td>
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<td>COMP 1010</td>
<td>Business Computer Applications</td>
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<td>HRM 1029</td>
<td>Principles of Human Resource Management I</td>
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<td>MARK 1020</td>
<td>Principles of Marketing I</td>
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<td>Math for Business &amp; Management I</td>
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**SEMESTER 2**

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<td>ACCT 1036</td>
<td>Principles of Accounting</td>
<td>NONE</td>
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<td>BUS 1040</td>
<td>Project Management</td>
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<td>COMM 1034</td>
<td>Professional Communications I</td>
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<td>HRM 2002</td>
<td>Training &amp; Development**</td>
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<td>PSY 1129</td>
<td>Organizational Behaviour</td>
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<td>Introduction to Economics</td>
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<td>HRM 2021</td>
<td>Compensation</td>
<td>HRM 1030</td>
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<td>HSAF 1001</td>
<td>Workplace Health &amp; Safety</td>
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<td>LAW 1006</td>
<td>Employment and Human Rights Law</td>
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<td>STS 1037</td>
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**Select One Business Elective**
SEMESTER 5

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<tr>
<td>HRM 2027</td>
<td>Coaching for Effective Performance Management **</td>
<td>HRM 1029</td>
</tr>
<tr>
<td>HRM 2023</td>
<td>Labour Relations</td>
<td>HRM 1030</td>
</tr>
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</table>

Select Two Business Electives
Select Two General Education Electives

SEMESTER 6

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
<th>Pre-requisite (N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 2005</td>
<td>Human Resources Planning</td>
<td>HRM 1030</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 2002</td>
<td>Training &amp; Development</td>
<td>HRM 1030</td>
</tr>
<tr>
<td>HRM 2028</td>
<td>Training Design &amp; Delivery</td>
<td>HRM 2002</td>
</tr>
<tr>
<td>HRM 2027</td>
<td>Coaching for Effective Performance Management</td>
<td>HRM 1029</td>
</tr>
</tbody>
</table>

*** 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).

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
<th>Minimum Grade</th>
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<tbody>
<tr>
<td>BUS 1084</td>
<td>Payroll Compliance Legislation*</td>
<td>65% (C)</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1085</td>
<td>Payroll Fundamentals 1*</td>
<td>65% (C)</td>
<td>BUS 1084</td>
</tr>
<tr>
<td>ACCT 1036</td>
<td>Principles of Accounting</td>
<td>65% (C) or (50% for GBC Credit)</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1086</td>
<td>Payroll Fundamentals 2*</td>
<td>65% (C)</td>
<td>BUS 1085 &amp; ACCT 1036</td>
</tr>
<tr>
<td>TBA</td>
<td>Payroll Processing Application</td>
<td>Pass</td>
<td>BUS 1084 &amp; BUS 1085</td>
</tr>
</tbody>
</table>

* Additional costs through the Canadian Payroll Association are required.

General Education Electives
## ELECTIVES

### BUSINESS ELECTIVE COURSES FOR BUSINESS ADMINISTRATION (SEMESTER FOUR, FIVE AND SIX) – HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Code</th>
<th>Business Electives</th>
<th>Pre-requisite</th>
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<tbody>
<tr>
<td>BUS 1041</td>
<td>Small Business Management</td>
<td>BUS 1038</td>
</tr>
<tr>
<td>BUS 1044</td>
<td>Business Law</td>
<td>None</td>
</tr>
<tr>
<td>COMP 1113</td>
<td>Principles of E-Business</td>
<td>COMP 1010</td>
</tr>
<tr>
<td>COMP 1115</td>
<td>Business Computer Applications II</td>
<td>COMP 1010</td>
</tr>
<tr>
<td>CMMK 1127</td>
<td>The Business Media in Canada</td>
<td>COMM 1034</td>
</tr>
<tr>
<td>MGMT 1018</td>
<td>International Business</td>
<td>MARK 1020</td>
</tr>
<tr>
<td>HRM 2028</td>
<td>Training Design &amp; Delivery**</td>
<td>HRM 2002</td>
</tr>
<tr>
<td>HRM 3005</td>
<td>International Human Resources Management</td>
<td>HRM 1029</td>
</tr>
<tr>
<td>CMMK 1156</td>
<td>Talking Business</td>
<td>COMM 1034</td>
</tr>
<tr>
<td>BUS 1084</td>
<td>Payroll Compliance Legislation ***</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1085</td>
<td>Payroll Fundamentals 1 ***</td>
<td>BUS 1084</td>
</tr>
<tr>
<td>BUS 1041</td>
<td>Small Business Management</td>
<td>BUS 1038</td>
</tr>
<tr>
<td>CMMK 1114</td>
<td>Business Research &amp; Report Writing</td>
<td>COMM 1034</td>
</tr>
<tr>
<td>MARK 2053</td>
<td>Negotiation Skills</td>
<td>MARK 1020</td>
</tr>
<tr>
<td>MGMT 3014</td>
<td>Field Based Advanced Coaching</td>
<td>HRM 2027 and by interview only</td>
</tr>
<tr>
<td>MGMT 4009</td>
<td>Operations Management</td>
<td>MATH 1095</td>
</tr>
<tr>
<td>BUS 3015</td>
<td>Applied Business Planning</td>
<td>ACCT 2031, MARK 1020, MATH 1008 &amp; HRM 1030</td>
</tr>
<tr>
<td>MGMT 2026</td>
<td>The Successful Project Manager</td>
<td>BUS 1040 &amp; COMP 1115</td>
</tr>
<tr>
<td>BUS 1067</td>
<td>Field Education</td>
<td>By application only - applications available in SJC 103 &amp; SJA 313A</td>
</tr>
<tr>
<td>BUS 1086</td>
<td>Payroll Fundamentals 2 ***</td>
<td>BUS 1085 &amp; ACCT 1036</td>
</tr>
<tr>
<td>ECON 1031</td>
<td>Microeconomics</td>
<td>None</td>
</tr>
<tr>
<td>ECON 1032</td>
<td>Macroeconomics</td>
<td>None</td>
</tr>
</tbody>
</table>

## 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 performanceandlearning.ca/page/GettingCertified for additional information on this designation.

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

## ADMISSION REQUIREMENTS

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

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- Grade 11 Math (M or U) or Grade 12 (C or U)
**MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER)**

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

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 Admissions page for more information.

**APPLY TO**

Domestic students should apply through Ontario Colleges.
**CONTACT US**

**INFORMATION SESSIONS**

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.

**DOMESTIC STUDENTS ADMISSIONS**

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

**INTERNATIONAL STUDENT ADMISSIONS**

For inquiries about international admission requirements, permits and visas, accommodations, or anything specific to international students, please contact the International Centre at International@georgebrown.ca or visit George Brown International.

Phone: (416) 415-5000 ext. 2115

**FINANCIALS/FEES**

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

**ENTRY ADVISING**

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

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

**CENTRE FOR BUSINESS**

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

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

**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
- **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 Resources and classes take place at our St. James Campus, mainly at 200 King St. E., and 290 Adelaide St. E., Toronto, ON, Canada.

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

**LINKS REFERENCE**

2. https://www.georgebrown.ca/international/futurestudents/tuitionfees/
5. https://www.georgebrown.ca/business/humanresources/
11. https://www.georgebrown.ca/upgrading-credits/math-diploma/
12. https://www.georgebrown.ca/international/futurestudents/howtoapply/
15. https://www.georgebrown.ca/business_infosessions/
16. https://www.georgebrown.ca/admissions/
17. https://www.georgebrown.ca/international/
18. https://www.georgebrown.ca/financialaid/
20. https://www.georgebrown.ca/advising/appointments/
22. https://www.georgebrown.ca/campuses/st-james/
23. 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
24. https://www.google.com/maps/place/George+Brown+College/@43.6519459,-79.3700668,17z/data=!3m1!4b1!4m5!3m4!1s0x0:0x975fd3a1900dc061!8m2!3d43.6519459!4d-79.3700668
25. https://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.
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 ³.

This Centre for Business ¹ program, B154, is part of our School of Human Resources ⁵ and is offered with Work Experience. Students wishing to apply for Business Administration – Human Resources without work experience ⁶ should apply to B144 ⁷.

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.
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.

SEMMESTER 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1038</td>
<td>Business Concepts I</td>
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</tr>
<tr>
<td>COMM 1007</td>
<td>College English</td>
<td>NONE</td>
</tr>
<tr>
<td>COMP 1010</td>
<td>Business Computer Applications</td>
<td>NONE</td>
</tr>
<tr>
<td>HRM 1029</td>
<td>Principles of Human Resource Management I</td>
<td>NONE</td>
</tr>
<tr>
<td>MARK 1020</td>
<td>Principles of Marketing I</td>
<td>NONE</td>
</tr>
<tr>
<td>MATH 1008</td>
<td>Math for Business &amp; Management I</td>
<td>NONE</td>
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SEMMESTER 2

<table>
<thead>
<tr>
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<tbody>
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<td>ACCT 1036</td>
<td>Principles of Accounting</td>
<td>NONE</td>
</tr>
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<td>BUS 1040</td>
<td>Project Management</td>
<td>NONE</td>
</tr>
<tr>
<td>COMM 1034</td>
<td>Professional Communications I</td>
<td>HRM 1029 &amp; COMP 1010</td>
</tr>
<tr>
<td>HRM 2004</td>
<td>Human Resources Info Systems</td>
<td>HRM 1029</td>
</tr>
<tr>
<td>HRM 1030</td>
<td>Principles Of Human Resource Management II</td>
<td>HRM 1029</td>
</tr>
<tr>
<td>MATH 1095</td>
<td>Math for Business &amp; Management II</td>
<td>MATH 1008</td>
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### SEMESTER 3

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>ACCT 2031</td>
<td>Managerial Accounting</td>
<td>ACCT 1036</td>
</tr>
<tr>
<td>HRM 2002</td>
<td>Training &amp; Development**</td>
<td>HRM 1030</td>
</tr>
<tr>
<td>PSY 1129</td>
<td>Organizational Behaviour</td>
<td>NONE</td>
</tr>
<tr>
<td>STAT 1012</td>
<td>Business Statistics</td>
<td>MATH 1095</td>
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<tr>
<td>GHUM 1087</td>
<td>Successful Social Relations</td>
<td>NONE</td>
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<tr>
<td>HRM 2003</td>
<td>Recruitment and Selection</td>
<td>HRM 1030</td>
</tr>
<tr>
<td>BUS 1000</td>
<td>*Work Experience Prep Course</td>
<td>COMM 1007 &amp; 3.0 GPA</td>
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</table>

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

### SEMESTER 4

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1034</td>
<td>Introduction to Economics</td>
<td>NONE</td>
</tr>
<tr>
<td>HRM 2021</td>
<td>Compensation</td>
<td>HRM 1029</td>
</tr>
<tr>
<td>HSAF 1001</td>
<td>Workplace Health &amp; Safety</td>
<td>HRM 1030</td>
</tr>
<tr>
<td>LAW 1006</td>
<td>Employment and Human Rights Law</td>
<td>HRM 1030</td>
</tr>
<tr>
<td>STS 1037</td>
<td>Career Planning &amp; Development</td>
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Select One Business Elective

### SEMESTER 5

<table>
<thead>
<tr>
<th>Code</th>
<th>Courses</th>
<th>Pre-requisite</th>
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<tbody>
<tr>
<td>HRM 2027</td>
<td>Coaching for Effective Performance Management **</td>
<td>HRM 1029</td>
</tr>
<tr>
<td>HRM 2023</td>
<td>Labour Relations</td>
<td>HRM 1030</td>
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</table>

Select Two Business Electives

Select Two General Education Electives

### SEMESTER 6

<table>
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<tr>
<th>Code</th>
<th>Courses</th>
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</thead>
<tbody>
<tr>
<td>HRM 2005</td>
<td>Human Resources Planning</td>
<td>HRM 1030</td>
</tr>
</tbody>
</table>

Select Four Business Electives

Select One General Education Elective

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<td>Training &amp; Development</td>
<td>HRM 1030</td>
</tr>
<tr>
<td>HRM 2028</td>
<td>Training Design &amp; Delivery</td>
<td>HRM 2002</td>
</tr>
<tr>
<td>HRM 2027</td>
<td>Coaching for Effective Performance Management</td>
<td>HRM 1029</td>
</tr>
</tbody>
</table>

### PAYROLL PRACTITIONER STREAM (PPS)

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<tr>
<th>Code</th>
<th>Courses</th>
<th>Minimum Grade</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1084</td>
<td>Payroll Compliance Legislation*</td>
<td>65% (C)</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1085</td>
<td>Payroll Fundamentals 1*</td>
<td>65% (C)</td>
<td>BUS 1084</td>
</tr>
<tr>
<td>ACCT 1036</td>
<td>Principles of Accounting</td>
<td>65% (C) or (50% for GBC Credit)</td>
<td>None</td>
</tr>
<tr>
<td>BUS 1086</td>
<td>Payroll Fundamentals 2*</td>
<td>65% (C)</td>
<td>BUS 1085 &amp; ACCT 1036</td>
</tr>
<tr>
<td>TBA</td>
<td>Payroll Processing Application</td>
<td>Pass</td>
<td>BUS 1084 &amp; BUS 1085</td>
</tr>
</tbody>
</table>

* Additional costs through the Canadian Payroll Association are required.

General Education Electives
ELECTIVES

BUSINESS ELECTIVE COURSES FOR BUSINESS ADMINISTRATION – HUMAN RESOURCES

<table>
<thead>
<tr>
<th>Code</th>
<th>Business Electives</th>
<th>Pre-requisite</th>
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</thead>
<tbody>
<tr>
<td>BUS 1044</td>
<td>Business Law</td>
<td>None</td>
</tr>
<tr>
<td>COMP 1113</td>
<td>Principles of E-Business</td>
<td>COMP 1010</td>
</tr>
<tr>
<td>COMP 1115</td>
<td>Business Computer Applications II</td>
<td>COMP 1010</td>
</tr>
<tr>
<td>CMMK 1127</td>
<td>The Business Media in Canada</td>
<td>COMM 1034</td>
</tr>
<tr>
<td>HRM 2028</td>
<td>Training Design &amp; Delivery**</td>
<td>HRM 2002</td>
</tr>
<tr>
<td>HRM 3005</td>
<td>International Human Resources Management</td>
<td>HRM 1029</td>
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<td>CMMK 1156</td>
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</tr>
<tr>
<td>BUS 1084</td>
<td>Payroll Compliance Legislation***</td>
<td>None</td>
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<td>BUS 1084</td>
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<tr>
<td>BUS 1041</td>
<td>Small Business Management</td>
<td>BUS 1038</td>
</tr>
<tr>
<td>CMMK 1114</td>
<td>Business Research &amp; Report Writing</td>
<td>COMM 1034</td>
</tr>
<tr>
<td>MARK 2053</td>
<td>Negotiation Skills</td>
<td>NONE</td>
</tr>
<tr>
<td>MGMT 3014</td>
<td>Field Based Advanced Coaching</td>
<td>HRM 2027 and by interview only</td>
</tr>
<tr>
<td>MGMT 4009</td>
<td>Operations Management</td>
<td>MATH 1095</td>
</tr>
<tr>
<td>BUS 3015</td>
<td>Applied Business Planning</td>
<td>ACCT 2031, MARK 1020, MATH 1008 &amp; HRM 1030</td>
</tr>
<tr>
<td>MGMT 2026</td>
<td>The Successful Project Manager</td>
<td>BUS 1040 &amp; COMP 1115</td>
</tr>
<tr>
<td>BUS 1086</td>
<td>Payroll Fundamentals 2 ***</td>
<td>BUS 1085 &amp; ACCT 1036</td>
</tr>
<tr>
<td>ECON 1031</td>
<td>Microeconomics</td>
<td>None</td>
</tr>
<tr>
<td>ECON 1032</td>
<td>Macroeconomics</td>
<td>None</td>
</tr>
</tbody>
</table>

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 performanceandlearning.ca/page/GettingCertified for additional information on this designation.

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

For information on additional future study options, see georgebrown.ca/transferguide.

ADMISSION REQUIREMENTS

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

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

** MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER AND NO OSSD)

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

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 Admissions page for more information.

APPLY TO

Domestic students should apply through Ontario Colleges

"George Brown College has been the most influential institution in my life. It gave me a platform to develop my personal brand and grow my professional skills, as well as a supportive community that is filled with collaboration and a common goal of improvement. Most importantly, it taught me the importance and joy of contributing to society and treating everyone with dignity. It inspired curiosity and the pursuit of excellence!"

Sianna Misheva (Graduate 2019, 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 (Graduate 2018, Business Administration – Human Resources)

"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 (Graduate 2017, Business Administration – Human Resources), Recruiting Specialist, The Bagg Group

CONTACT US

INFORMATION SESSIONS

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Phone: (416) 415-5000 ext. 2115

FINANCIALS/FEES

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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

BUSINESS ADMINISTRATION – HUMAN RESOURCES (B144/B154)

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

Julie Bulmash, Program Co-ordinator
Email: jbulmash@georgebrown.ca
or
Angie Gorassi, Program Co-ordinator
Email: agorassi@georgebrown.ca
Elizabeth Speers, Director, Centre for Business
Email: espeers@georgebrown.ca

VISIT OUR CAMPUS

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

LINKS REFERENCE

2. https://www.georgebrown.ca/international/futurestudents/tuitionfees/
5. https://www.georgebrown.ca/business/humanresources/
7. https://www.georgebrown.ca/programs/business-administration-human-resources-program-b144/
13. https://www.georgebrown.ca/international/futurestudents/howtoapply/
15. https://www.georgebrown.ca/business_infosessions/
16. https://www.georgebrown.ca/admissions/
17. https://www.georgebrown.ca/international/
18. https://www.georgebrown.ca/financialaid/
20. https://www.georgebrown.ca/advising/appointments/
22. https://www.georgebrown.ca/campuses/st-james/
23. https://www.google.com/maps/place/George+Brown+College/@43.650962,-79.370239/data=!3m1!4b1!4m5!3m4!1s0x0:0x2a2d39cb9b79ac42!8m2!3d43.650962!4d-79.3702239
24. https://www.google.com/maps/place/George+Brown+College/@43.6519459,-79.3700668/data=!3m1!4b1!4m5!3m4!1s0x0:0x975fd3a19000dc06!8m2!3d43.6519459!4d-79.3700668
25. https://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.
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.
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.

SEMMESTER 1

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Pre-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 4005</td>
<td>Financial and Managerial 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>
</tr>
</tbody>
</table>

SEMMESTER 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>
</tr>
</tbody>
</table>

WORK EXPERIENCE TERM

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

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.

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

**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 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**

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**INTERNATIONAL (VISA) STUDENTS**

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**APPLY TO**

Domestic students should apply through Ontario Colleges.
George Brown College Full-Time Programs

Divya Mishra (Graduate 2012, Human Resources Management)

"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."

Franklina Tawiah (Graduate 2015, Human Resources Management, Human Resources Generalist, Polar Pak Inc.

"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."

Robert Forsyth (Graduate 2012, Human Resources Management)

"We got to work on HR information management systems that showed us a sneak peek of what we’d be working on once we finished the program. Plenty of the software and interview tools I use at work every day today."

Read Robert Forsyth's story

Divya Mishra (Graduate 2012, Human Resources Management)

"George Brown College has always kept its students engaged and involved. Rewards and recognition strategies at George Brown were exceptional, which ended up being applicable to my current job as an employment engagement specialist."

Read Divya Mishra's story

Paul Koshy (Graduate 2007, 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

CONTACT US

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Email: business@georgebrown.ca Phone: (416) 415-5000 ext. 2160

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

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LINKS REFERENCE

2. https://www.georgebrown.ca/international/futurestudents/tuitionfees/
3. https://www.georgebrown.ca/business/
5. https://www.georgebrown.ca/business/learning_environment/
6. https://www.georgebrown.ca/business/
7. https://www.georgebrown.ca/international/futurestudents/howtoapply/
11. https://www.youtube.com/watch?v=OVpGnHRu9Ls
13. https://www.georgebrown.ca/admissions/
14. https://www.georgebrown.ca/international/
15. https://www.georgebrown.ca/financialaid/
17. https://www.georgebrown.ca/advising/appointments/
18. https://www.georgebrown.ca/campus_tours/
20. https://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!1s0x0:0x975fd3a1900dc68!8m2!3d43.6519459!4d-79.3700668

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