

Program Roadmap: Is this program right for you?

About You

- You like working with people of different background and are respectful of diversity.
- You are interested in getting an overview of a range of key HR activities.
- You have excellent English communication skills (oral and written).
- You have general math skills.



Are you ready?

- To work regularly in groups with your peers in class and in a professional setting.
- To learn how people work within organizations.
- To deliver clear written reports and engaging presentations in English.
- To commit to spending as much time preparing for class as you spend in class.

Did you know?

- Math is part of the language of business so learning how to work with numbers is important.
- From 3rd semester onwards the Field Education Course (BUS 1067) is available as an elective.

Chart Your Path Success

	1 st Year (or Semester 1+2)	2 nd Year (or Semester 3+4)	3 rd Year (or Semester 5+6)
Academic Experience	<ul style="list-style-type: none"> • 12 required courses • Plus any additional courses required based on placement test results* 	<ul style="list-style-type: none"> • 11 required courses • 1 business elective 	<ul style="list-style-type: none"> • 3 required courses • 6 business electives • 3 general electives
Industry Connections	<ul style="list-style-type: none"> • Attend industry conferences and other events in your field of interest. • Attend George Brown career fairs and take advantage of guest speakers from industry and professional accreditation bodies. • Participate in Enactus¹ – community-based entrepreneurial projects – at any stage in your education cycle at George Brown. • Take advantage of industry networking opportunities in class and beyond. 		
Preparation Tips	<ul style="list-style-type: none"> • Review course outlines at georgebrown.ca/course-outlines. • Follow companies/trends in your field of interest on social media. • Register on STU-VIEW² for your in-person English and Math placement tests and for your courses. • Set up your georgebrown.ca email. This is how the college will keep in touch with you. • Get your student ID card. It gives you access to many college services and activities, including the Library Learning Commons. • Apply for financial aid and scholarships. 		

*Extra fees may apply

Other Services

The [Current Student](#)³ page has information about available services and activities including: [Athletics](#)⁴ (including clubs & recreation), [Student Life](#)⁵ activities (including the [Student Leadership Academy](#)⁶), [Counselling](#)⁷, [Accessible Learning Services](#)⁸, [Library Learning Commons](#)⁹, [tutoring](#)¹⁰, [peer coaching](#)¹¹, [technical support](#)¹² and more.



Need career support?

Jump-start your job search with [Career Services](#)¹³ and [Career Coach](#)¹⁴.

The Career Services centre offers support to students before, during and after their studies.

- Identify your strengths and develop your career skills.
- Use our online tools and interactive workshops to build your resume, cover letter and interview skills.
- Work one-on-one with a Career Advisor to start your career development.

Still unsure?

We can help you find the program that's right for you.

Contact an Entry Advisor at 416-415-5000, ext. 2949 or collegeadvisor@georgebrown.ca.

Book an appointment using the [Entry Advising Client Intake Form](#)¹⁵.

For inquiries related to B144 contact Program Co-ordinator:
Julie Bulmash jbulmash@georgebrown.ca or
Angie Gorassi agorassi@georgebrown.ca.

Program Highlights

- We provide opportunities for guest speakers and interviews with HR professionals where possible.
- A course-based program where courses are typically offered more than once a year to allow students to tailor their school schedules to the demands of working life.

About Us

- Our goal is to give you the foundational experience you need to gain entry-level access to the world of human resource administration.
- Our faculty of business experts is augmented by alumni speakers and industry networking opportunities.
- Located in downtown Toronto, with access to hundreds of local and international businesses, George Brown College offers broad exposure to the Canadian marketplace.

What's Next

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

Want more training?

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

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



Links Reference

- ¹<http://enactus.ca/>
- ²<http://stuviview.georgebrown.ca/>
- ³<https://www.georgebrown.ca/current-students/>
- ⁴<https://www.georgebrown.ca/athletics/>
- ⁵<https://www.georgebrown.ca/studentlife/>
- ⁶<https://www.georgebrown.ca/studentleadershipacademy/>
- ⁷<https://www.georgebrown.ca/current-students/counselling/>
- ⁸<https://www.georgebrown.ca/accessible-learning-services/>
- ⁹<https://www.georgebrown.ca/lc/>
- ¹⁰<https://www.georgebrown.ca/tlc/>
- ¹¹<https://www.georgebrown.ca/peerconnect/>
- ¹²<https://www.georgebrown.ca/lc/technology/techhelp/>
- ¹³<https://www.georgebrown.ca/careerservices/>
- ¹⁴<https://georgebrown.emsicc.com/>
- ¹⁵<https://www.georgebrown.ca/advising/contactform/>
- ¹⁶<https://www.facebook.com/georgebrowncollege>
- ¹⁷<http://www.twitter.com/GBCCollege>
- ¹⁸<http://www.instagram.com/gbcollege/>
- ¹⁹<http://www.youtube.com/user/georgebrowncollege>
- ²⁰<https://www.georgebrown.ca/mobileapps/>

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