

BUSINESS ADMINISTRATION - HUMAN RESOURCES

Program Outline

Major:	BAHR
Length:	3 Year
Delivery:	6 Semesters, plus 3 work terms
Credential:	Ontario College Advanced Diploma, Co-op
Effective:	2013-2014
Location:	Barrie
Start:	Fall (Barrie), Winter (Barrie)

Description

Graduates of the program carry out human resources functions within the domestic and international business environments. Graduates are prepared to implement and evaluate plans for staffing, performance management, training, employee and labour relations, health and safety, and benefits and compensation administration functions. They are also able to apply communication, information technology, teamwork, leadership and organizational development strategies to support the human resources activities of an organization. They are able to contribute to a number of more complex functions supporting organizational effectiveness, including applying principles of financial analysis and control, collaborating in the design of an organization's human resources plan, and in the preparation of an organization's business plan.

Career Opportunities

Graduates of this program are employed in a broad range of private, public, and not-for-profit sectors of business and industry including manufacturers, retailers, banks and other financial institutions, medical facilities, government offices, human resources consulting firms, and other large and small businesses.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- contribute to the planning and implementation of employee recruitment, selection, and retention strategies;
- administer and facilitate the performance management program;
- coordinate and support the development, implementation, and evaluation of employee orientation, training, and development programs;
- implement and support effective employee and labour relations strategies in both non-union and union environments;
- administer and communicate the organization's total compensation plan;
- collaborate with others, in the implementation and monitoring of organizational health and safety policies and practices;
- contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function;
- contribute to organizational development strategies aimed at promoting organizational effectiveness;
- present and evaluate communication messages and processes related to the human resources function of the organization;
- develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice;
- identify and communicate the human resources component of an organization's business plan;
- contribute to the collection, analysis, and utilization of human resources data.

Practical Experience:

Co-operative Education is a mandatory component of all Co-op programs at Georgian College; it has been designed as a process by which students integrate their academic education with work experience related to their program of study. This integration affects much more than simply earning a salary, including the adjustment to the work environment and the development of professionalism. It also reinforces skills and theory learned during academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills and promotes personal maturity and financial independence.

Students are requested to register, attend and participate in their scheduled co-operative education classes. These classes are scheduled for all first year students and are expected to be completed in order to proceed successfully to their first co-op work experience. To ensure students are eligible to proceed onto any co-op work experience students should refer to Promotional Status and Eligibility for Co-op as outlined in the College Calendar. Co-op policies and procedures can be located on our website:
www.georgianc.on.ca/careers/for-students/

Georgian College follows the Co-operative Education guidelines set out by the Canadian Association for Co-operative Education (CAFCE) and Education at Work Ontario (EWO) by supporting the learning outcomes designed for the program specific graduate profile and curriculum as set out by the Ministry of Training, Colleges and Universities.

External Recognition:

Canadian Payroll Association (CPA)

Students interested in obtaining the Payroll Compliance Practitioner Certification (PCP) designation through the Canadian Payroll Association must successfully complete four required courses. To obtain Georgian's Certificate of Achievement in Business Studies – Payroll, the following courses are required:

Code	Number	Course
BUSI	1007	Legislation and Payroll
BUSI	1008	Payroll Practices 1*
BUSI	1009	Payroll Practices 2**
ACCT	1000	Financial Accounting Principles 1

* Prerequisite for BUSI 1008 is BUSI 1007

** Prerequisite for BUSI 1009 is BUSI 1008

Option Courses (choose two):

Code	Number	Course
BUSI	1001	Organizational Behaviour
ACCT	1003	Finance and Accounting
HURM	1011	Compensation

For further information about this designation, please go the Canadian Payroll Association website at: <http://www.payroll.ca/Template.cfm?Section=Certification>

Human Resources Professional Association (HRPA)

Students interested in obtaining the Certified Human Resources Professional (CHRP) designation through the Human Resources Professionals Association (HRPA) must successfully complete nine courses before registering for the National Knowledge Exam (NKE). These academic course requirements comprise the core human resources competencies:

HRPA Requirements	Georgian Course Equivalencies
Human Resources Management	HURM 1000 Human Resources Management Foundations
Organizational Behaviour	BUSI 1001 Organizational Behaviour
Finance and Accounting	ACCT 1003 Finance and Accounting
Training and Development	HURM 1006 Training and Development
Occupational Health and Safety	HURM 1001 Occupational Health and Safety
Employee and Labour Relations	HURM 1002 Labour Relations
Human Resources Planning	HURM 1005 Human Resources Planning
Compensation	HURM 1004 Compensation
Staffing	HURM 1007 Recruitment and Selection

An average of 70% is required in the above nine courses with no individual course achieving lower than 65%.

As of August 2010 students wishing to obtain their CHRP, will need to further their studies to obtain a university degree. Students should also refer to Degree Required for Future Certification Candidates for more information, see HRPAs website at <http://www.hrpas.org/HRPA/Certification/>

The Program Progression:

Fall Intake - Barrie

Sem 1		Sem 2		Work Term 1		Sem 3		Work Term 2		Work Term 3		Sem 4

Fall		Winter		Summer		Fall		Winter		Summer		Fall
2013		2014		2014		2014		2015		2015		2015

Sem 5		Sem 6										

Winter		Summer										
2016		2016										

Winter Intake - Barrie

Sem 1		Sem 2		Sem 3		Work Term 1		Work Term 2		Sem 4		Sem 5

Winter		Summer		Fall		Winter		Summer		Fall		Winter
2014		2014		2014		2015		2015		2015		2016

Sem 6		Work Term 3										

Summer		Fall										
2016		2016										

Articulation:

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgianc.on.ca/academics/articulations/>

Admission Requirements:

You must meet ONE of the following requirements to be eligible for admission to these programs:

Secondary school applicants:

- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U); plus any Grade 11* or 12 College level Mathematics (MBF3C, MAP4C or MCT4C) or 11* or 12 University level Mathematics (MCF3M, MCV4U, MHF4U, MCB4U, MGA4U or MDM4U). (*Minimum of 60% in Grade 11 College or University level Mathematics MBF3C or MCF3M)

Non-Secondary school applicants (19 years or older):

- Any credit Communication course and most credit mathematics courses taken at Georgian College
- College preparatory programs including those taken at Georgian College: Business Foundations*
- Equivalent courses in English and mathematics taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program with communications and business, apprentice or technical mathematics*
- Mature student testing in English and mathematics that meets the minimum standards for admission (available through most testing services)*
- Ontario High School Equivalency Certificate (GED)
- English, Literature or Communication credit courses and most mathematics credit courses from accredited colleges/universities

Home school applicants:

- Applicants can write the mature student testing in English and mathematics that meets the minimum standards for admission (available through testing services)*

* available from Georgian College. For a complete listing please contact the Office of the Registrar.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C

achieved in previous coursework; some program exceptions apply (see program outline). For further information please visit the Credit Transfer Centre website: georgiancollege.ca/admissions/credit-transfer/

Additional Information:

In order to broaden the program choices, all General, Accounting, Human Resources, and Marketing students, whether they are in a two-year or a three-year diploma program, will share a common first semester. Students will take five mandatory courses in that semester, and will have a choice of which General Education course they wish to take. The curriculum for this common first semester is as follows:

Code	Course Name
ACCT 1000	Financial Accounting Principles 1
BUSI 1001	Introduction to Organizational Behaviour
MATH 1002	Mathematics of Finance
MKTG 1000	Introduction to Marketing
Plus one each of	
Communications course	
General Education course	

Graduation Requirements:

- 24 Mandatory Courses
- 2 Communications Courses
- 4 Optional Courses
- 1 Advanced Communications Courses
- 5 General Education Courses
- 3 Co-op Work Terms

Graduation Eligibility:

To graduate from this program, the passing weighted average for promotion through each semester, from year to year and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester.

Mandatory Courses

ACCT1000	Financial Accounting Principles 1
ACCT1003	Finance and Accounting
BUSI1001	Introduction to Organizational Behaviour
BUSI1007	Legislation and Payroll

COMP1003 Microcomputer Applications
 ECON1000 Microeconomics
 ECON2000 Macroeconomics
 HURM1000 Human Resources Management Foundations
 HURM1001 Occupational Health and Safety
 HURM1002 Labour Relations
 HURM1004 Compensation
 HURM1005 Human Resource Planning
 HURM1006 Training and Development
 HURM1007 Recruitment and Selection
 HURM2000 Employment Law
 HURM2002 Benefits and Pensions
 HURM2003 Human Resources Research and HRIS Applications
 HURM3000 Current Issues in Human Resources
 HURM3001 Performance Management
 MATH1002 Mathematics of Finance
 MGMT2001 Principles of Management
 MGMT2012 Introduction to Project Management
 MKTG1000 Introduction to Marketing
 STAT2000 Statistics 1

Communications Courses

To be selected at time of registration from the College list, as determined by testing.

Optional Courses

ACCT1001 Financial Accounting Principles 2
 ACCT1002 Computerized Accounting
 ADVE1000 Foundations of Advertising
 BUSI1002 Consumer Behaviour
 BUSI1008 Payroll Practices 1
 BUSI1009 Payroll Practices 2
 BUSI1011 Professional Business Practices
 BUSI1012 Introduction to Entrepreneurship
 BUSI1014 Entrepreneurship (ODE)
 BUSI2000 Entrepreneurship and Small Business
 BUSI2005 Customer Service
 BUSI2011 International Business
 BUSI3001 Supervision
 COMP1000 MacIntosh Computer Applications
 COMP2003 Relational Database
 COMP2067 Advanced Computer Applications
 COMP2093 Macintosh and Design Basics

ECON3000 Economic Issues
FNCE2000 Business Finance
FNCE2001 Managerial Finance
HURM1003 Labour Economics
HURM3002 Retirement Plans
LAWS2000 Business Law
MGMT1000 Retail Management
MGMT2000 Production and Operations Management
MGMT2012 Introduction to Project Management
MGMT2013 Human Aspects of Project Management
MGMT3001 Managerial Decision Making
MKTG1001 Planning the Marketing Strategy
MKTG1003 Personal Selling
REAS2002 Foundations in Canadian Business Research
STAT2001 Statistics 2

Advanced Communications Courses

COMM1019 Virtual Communication
COMM1020 Technical Communication
COMM1021 Dynamic Presentations
COMM1022 The Visual World

General Education Courses

To be selected from College list

Co-op Work Terms

COOP1008 Business Work Term 1
COOP2027 Business Human Resources Work Term 2
COOP3000 Business Work Term 3

Course Descriptions:

ACCT1000 Financial Accounting Principles 1 42.0 Hours

This introductory course in financial accounting covers the accounting cycle including preparation of financial statements for service and trading companies operating as single proprietorships. Also included are topics related to accounting for merchandising operations, accounting information systems, cash.

ACCT1001 Financial Accounting Principles 2 42.0 Hours

This introductory course in financial accounting provides students with an overview of accounting for receivables, inventories and cost of goods sold, capital assets, current

and long-term liabilities, partnership accounting and accounting for corporations. The course is designed to provide students with an opportunity to interpret and apply current accounting standards in these accounting areas.

P- ACCT1000 Financial Accounting Principles 1 or P- ACCT1011 Financial Accounting 1 (ODE) or P- ACCT1004 Introduction To Accounting or P- ACCT1010 Accounting 1 or P- ACCT1008 Financial Accounting 1 (ODE) or P- ACCF1000 Principes de compt financière or P- ACC2122 Financial Acctg. Principles 1 or P- ACC2113 Intro Accounting 1 or P- BDE2101 Introductory Accounting or P- BDE2123 Financial Acct I

ACCT1002 Computerized Accounting 42.0 Hours

This course introduces students to a multi-module accounting software program designed for small to medium-size businesses. Students will use the software and their knowledge of Generally Accepted Accounting Principles (GAAP) to create and maintain accounting records, including period end procedures and the creation of financial statements for sole proprietorships.

P- ACCT1000 Financial Accounting Principles 1 or P- ACCT1004 Introduction To Accounting or P- ACCT1011 Financial Accounting 1 (ODE)

ACCT1003 Finance and Accounting 42.0 Hours

This course provides the non-financial manager with an understanding of the accounting and finance functions in an organization. The course will focus on how accounting information is used to measure performance, to control, to plan and to make managerial decisions impacting the long- and short-run profitability of the business.

ADVE1000 Foundations of Advertising 42.0 Hours

This course covers a general overview of advertising: its history and role in society, the mechanics of the industry, advertising legislation and issues, advertising-marketing relationships and research.

BUSI1001 Introduction to Organizational Behaviour 42.0 Hours

Organizational Behaviour is an introductory course which teaches social science theory as applied to the business world. It provides rich insights about working people in all kinds of organizations and also suggests how people may be motivated to work together more productively.

BUSI1002 Consumer Behaviour 42.0 Hours

Consumer Behaviour deals with people in the marketplace. This course looks at approaches social scientists have taken when studying the consumer and the application of their findings in a business or organizational context. Topics include areas related to affect, cognition, behaviour and the environment.

BUSI1007 Legislation and Payroll 42.0 Hours

This course provides you with knowledge of an organization's payroll compliance responsibilities and how to communicate this information to stakeholders. In addition,

you will develop working knowledge of the payroll tools and how to apply them to individual payroll scenarios.

BUSI1008 Payroll Practices 1 42.0 Hours

You will acquire working knowledge of payroll legislation and individual pay calculations, including the components of pay from remuneration and deductions, to net pay for regular and non-regular situations.

P- BUSI1007 Legislation and Payroll

BUSI1009 Payroll Practices 2 42.0 Hours

This course provides you with the knowledge and skill to calculate and report government and third party remittances, year-end requirements and accounting for payroll at the compliance level. In addition, you will be able to effectively communicate organizational processes and their requirements to internal and external stakeholders.

P- BUSI1008 Payroll Practices 1 and (P- ACCT1000 Financial Accounting Principles 1 or P- ACCT1010 Accounting 1 or P- ACCT1008 Financial Accounting 1 (ODE) or P- ACCT1004 Introduction To Accounting)

BUSI1011 Professional Business Practices 42.0 Hours

You will learn how to prepare and present yourself and your work in a professional manner according to business ethics and protocol(s). In addition you will develop skills to manage office politics, social situations, travel and communications. Finally, you will develop an understanding of appropriate cultural and travel protocols for success in international business situations.

BUSI1012 Introduction to Entrepreneurship 42.0 Hours

This course is designed to help students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students will learn about themselves, their decisions, and their goals to determine how entrepreneurship can play a role in their lives. Students will also be introduced to entrepreneurship from an economic perspective and the concepts of environmentally sustainable practices and social entrepreneurship.

BUSI1014 Entrepreneurship (ODE) 42.0 Hours

This course covers a wide range of topics that a student should be aware of if he/she were to start and operate a small business. Such topics include entrepreneurial spirit, a strategic approach to starting the business, source of funding, basic financial management, management issues, government issues and other selected issues of interest to the entrepreneur.

BUSI2000 Entrepreneurship and Small Business 42.0 Hours

This course deals with establishing and operating a small business. Emphasis is placed on using business techniques, acquired in previous courses, to assist in developing a comprehensive understanding of the skills and abilities needed to succeed.

BUSI2005 Customer Service 42.0 Hours

Building an awareness of the critical need for a high level of Customer Service in any organization is necessary for success in the new millenium. Differentiated Customer Service can be the basis for building a sustainable competitive advantage. The course will deal with company philosophy, implementation strategies and customer contact.

BUSI2011 International Business 42.0 Hours

This course provides you with an overview of the systems and challenges of International Business including market entry, manufacturing, competitive advantage, marketing and managing human resources in foreign markets. You will develop an understanding of the differences in political economies, cultural environments and ethics. In addition you will be introduced to cross-border trade, investment theories and global money systems.

BUSI3001 Supervision 42.0 Hours

In this course, you study ways to manage others and yourself in a changing workforce, by developing a thorough understanding of the basic principles, concepts, and vocabulary of employee supervision. The sessions are interactive and provide you with opportunities to discuss and participate in a variety of approaches to supervision.

COMM1019 Virtual Communication 42.0 Hours

Navigating virtual environments requires evolving communication skills. Students investigate virtual communities in terms of privacy and boundaries, and other influences on personal and professional lives. In doing so, they learn to communicate effectively and make informed decisions within the virtual world.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or P- COMM9000 Communications Option or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMM1020 Technical Communication 42.0 Hours

Technical communication skills are required in service, technical, and business environments. Students develop researching, planning, designing, and writing skills to prepare documents. Individually and collaboratively, students learn and apply information structures to produce documents such as descriptions, instructions, and manuals.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMM1021 Dynamic Presentations 42.0 Hours

Students develop the ability to design and deliver audience specific messages using media. Individually and collaboratively, students deliver presentations for use in

academic, professional, and social settings. Self and peer critiques provide opportunities for reflection and enhanced presentation skills.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or P- COMM9000 Communications Option or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMM1022 The Visual World 42.0 Hours

The way messages are viewed and disseminated has changed through technological advances. Students develop theoretical and practical communication skills by investigating the power of visual imagery. Students focus on interpreting, analyzing, and critiquing a broad range of visuals in terms of intention and effectiveness.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or P- COMM9000 Communications Option or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMP1000 Macintosh Computer Applications 42.0 Hours

This course introduces students to the main Macintosh based software programs used in the advertising industry. Students learn how to create marketing communications materials using page layout, photo manipulation and illustration software.

COMP1003 Microcomputer Applications 42.0 Hours

This course will introduce the student to database, spreadsheet, and presentation software. The student will be provided with a working knowledge of the most common business computer application software. This course will provide the student with hands-on learning and independent study.

COMP2003 Relational Database 42.0 Hours

In this course, the student is introduced to the process of creating and managing a relational database using Structured Query Language (SQL) statements. The emphasis of this course is data manipulation and extraction.

COMP2067 Advanced Computer Applications 42.0 Hours

Advanced Computer Applications covers the expert aspects of spreadsheet and database software. Topics covered in the spreadsheet portion include nested IF statements and advanced formulas, database functions, PivotTables, PivotCharts, and histograms. The importing and exporting of files and data, along with creating macros and interactive Web spreadsheets are also covered. The database portion presents students with the essential aspects of database design, implementation, and maintenance. Students create applications that include data entry forms, combo boxes, automatic tabbing and object linking and embedding. In the latter portion of this course, students conduct queries and create reports. Importing, exporting, merging data, PivotTables and PivotCharts are also covered.

P- COMP1003 Microcomputer Applications

COMP2093 Macintosh and Design Basics 42.0 Hours

This course introduces the principles of visual design as applied to layout (for print) combined with a basic introduction to the Macintosh platform, its operating system and industry standard graphics software. It will provide the students with an understanding of the elements that make design solutions successful with an interest in integrating components to generate visual communication pieces electronically.

COOP1008 Business Work Term 1 560.0 Hours

Co-operative Education is a mandatory component of this diploma at Georgian College and is a requirement for graduation. The student is required to attend and participate in scheduled Co-op classes (CPHR0001) prior to their first Co-op work term. Each student is responsible for obtaining a Co-op work term that is program related with an employer that has been approved by their Co-op Consultant. A debriefing session will be held upon return to school. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

COOP2027 Business Human Resources Work Term 2 560.0 Hours

Building on work term one, the student will acquire industry related experience and achieve learning outcomes specific to the Business Administration – Human Resources program while developing knowledge and skills relevant to their program of study. The first Co-op credit must be successfully completed prior to the second Co-op work term. A debriefing session will be held upon return to school. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

P- COOP1008 Business Work Term 1

COOP3000 Business Work Term 3 560.0 Hours

The second Co-op credit must be successfully completed prior to the third Co-op work term. Building on work term one and two, the student will continue to acquire knowledge and skills related to their program of study. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

P- COOP2006 Business Work Term 2 or P- COOP2024 Business General Work Term 2 or

P- COOP2025 Business Accounting Work Term 2 or P- COOP2026 Business Marketing Work Term 2 or C- COOP2027 Business Human Resources Work Term 2

ECON1000 Microeconomics 42.0 Hours

This course provides an introduction to the principles and methods of economic analysis. The course examines how households and firms make economic decisions. It also analyzes the efficiency of scarce resource allocation under a range of market structures.

ECON2000 Macroeconomics 42.0 Hours

This course is designed to give students an understanding of how the overall economy operates and what economic indicators tell us about its health. The course explores government options for stabilizing the economy, and the impact of international trade. It is highly recommended that students take Microeconomics (ECON 1000 or equivalent) prior to taking this course.

ECON3000 Economic Issues 42.0 Hours

As the economy becomes more complex, citizens and policy makers must be able to apply knowledge and skills to make intelligent decisions. This course extends the policy analysis framework developed in both Microeconomics and Macroeconomics to help students make sense of modern Canadian economic issues.

(P- ECON2000 Macroeconomics or P- ECO9101 Macroeconomics) and (P- ECON1000 Microeconomics or P- ECOF1000 Microéconomie or P- ECO9102 Microeconomics)

FNCE2000 Business Finance 42.0 Hours

This is an introductory course for the financial manager. This course covers terms, techniques, policies, patterns, and problems relating to business finance.

P- ACCT1004 Introduction To Accounting or P- ACC9101 Introduction To Accounting or P- ACCT1000 Financial Accounting Principles 1 or P- ACC2122 Financial Acctg. Principles 1 or P- ACCF1000 Principes de compt financière or P- ACF9101 Introduction A La Comptabilite or P- ACCT1010 Accounting 1 or P- BDE2101 Introductory Accounting or P- ACC2113 Intro Accounting 1 or P- FNCE1001 Understanding Accounting or P- ACCT1003 Finance and Accounting

FNCE2001 Managerial Finance 42.0 Hours

This is an advanced course for the financial manager. It includes capital budgeting decisions, management of funds, financial implications of various kinds of business decisions.

P- MATH1002 Mathematics of Finance or P- MATH1008 Introduction to Business and Technical Math or P- MATH1006 Mathematics for Technology or P- MATH1001 Mathematics of Finance (ODE)

HURM1000 Human Resources Management Foundations 42.0 Hours

This course provides an understanding of the modern Canadian human resources function. It covers the historical development of human resources management, the influence of government, staffing, employee relations, current trends and future issues. It provides a brief introduction to more specialized areas including compensation, training and development, employment law, industrial relations, occupational health and safety, and human resources planning.

HURM1001 Occupational Health and Safety 42.0 Hours

This course introduces the student to the study of workplace occupational health and safety. The student will learn safe work practices in offices, industry and construction as

well as how to identify and prevent or correct problems associated with occupational safety and health in these locations as well as in the home. The course is designed to assist the student with the implementation of safe healthy practices at work and at home.

HURM1002 Labour Relations 42.0 Hours

This course provides an overview of the various methods and concepts which make up and affect labour relations in Canada. Through actual case studies, collective bargaining simulations and by examining collective agreements, the student will gain an understanding of the collective bargaining process and the varying factors that affect employee-employer relations.

HURM1003 Labour Economics 42.0 Hours

This course provides a theoretical framework for understanding the workings of Canadian labour markets by applying the basic principles of labour economics. It covers the dimensions of labour supply and demand and their interaction in alternative market structures to explain levels of wages, employment and various employer/employee behaviours. Of particular interest are differences between union and non-union labour markets which are examined by illustrating the impact of union preferences, efficient contracts and bargaining theory.

HURM1004 Compensation 42.0 Hours

This course examines the full range of compensation topics with emphasis on how compensation systems will likely impact productivity, equity, and the firm's ability to recruit and keep highly skilled and motivated employees. Topics include: job description, analysis and evaluation systems; equity issues and requirements; design and use of wage and salary surveys; performance, merit and incentive pay systems; statutory and non-statutory employee benefit packages and systems; and administration of compensation systems.

HURM1005 Human Resource Planning 42.0 Hours

This course examines the impact of corporate and business strategy on human resources management. It stresses the importance of aligning human resources management policies and practices with organizational strategy. A strategic human resources planning model is introduced and includes the following elements: organizational strategy, HRM strategy, environmental influences on HRM, job analysis, HR management systems, forecasting supply and demand. Various corporate strategies in today's workplaces are examined in conjunction with their significant affect on human resources planning. It is strongly recommended that students successfully complete HURM1000 prior to enrolling in this course.

HURM1006 Training and Development 42.0 Hours

This course provides students with an overview of the role of Training and Development in Human Resource Management. The key elements covered include: needs analysis,

program design, development, administration, delivery and program evaluation. Other topics include adult learning theory, transfer of training, career planning, counselling, training techniques, budgeting and trends in training.

HURM1007 Recruitment and Selection 42.0 Hours

In a highly competitive business world, an organization's staff can determine whether a company profits or perishes. This course presents recruitment and selection as an essential component in recruitment planning. The role of recruitment and selection is examined in relation to an organization's overall profitability or viability. Through a blend of theory and application, the course introduces students to a wide range of issues, principles, practices and trends in recruitment and selection.

HURM2000 Employment Law 42.0 Hours

This course covers the essentials of law governing employment. Topics of values include: the development of employment law through statutes, case law and administrative tribunals; the employment relationship; hiring and firing; wrongful dismissal and just cause; human rights and the Employment Standards Act.

HURM2002 Benefits and Pensions 42.0 Hours

This course will review various government and employer sponsored pension and benefit plans as well as current related public and legislative issues. Major areas for discussion include public and private health care plans, income replacement provisions, survivor benefits and pension arrangements. Techniques for benefit plan management will be discussed with respect to plan design, communication, costing and administration.

HURM2003 Human Resources Research and HRIS Applications 42.0 Hours

This course introduces the student to the theory, concepts, and application of human resources information systems (HRIS). The student will develop an understanding of the role and importance of HRIS, and the ability to assess needs, and to plan, implement and maintain an HRIS. Additionally, the student will gain hands-on experience in the application of spreadsheet and database software to manage a variety of human resources research information.

HURM3000 Current Issues in Human Resources 42.0 Hours

This senior-level course is designed to provide students with the opportunity to synthesize, integrate and expand their learning from other courses in the Human Resources Program. Students will conduct research into current issues and present their findings in class. Students will recognize the value of continuous learning in the human resources profession and identify professional development opportunities in the future that will help them remain current with the changing nature of this dynamic field.

HURM3001 Performance Management 42.0 Hours

This course examines the importance of an effective performance management system in helping organizations define and achieve short and long term goals. It explains and reinforces the concept that performance management is not a one-time supervisory event, but an ongoing process of planning, facilitating, assessing, and improving individual and organizational performance. In addition, the course emphasizes the importance of measuring the effectiveness of human resource activities that are designed to enhance individual and organizational performance.

HURM3002 Retirement Plans 42.0 Hours

This course will review various governments and employer sponsored retirement plans as well as current related public and legislative issues. Major areas for discussion include the role of employers and insurers in the provision of registered pension plans and other popular group retirement income arrangements including Group RRSP, DPSPs. Implications for retirement plan management will be discussed with respect to plan design, communication, costing and administration.

LAWS2000 Business Law 42.0 Hours

This course covers the legal framework within which business takes place. The student learns how to avoid legal problems. Major topics include: the Canadian legal system, torts, contract law, the Sale of Goods Act, consumer protection, and employment law.

MATH1002 Mathematics of Finance 42.0 Hours

This introductory course is designed to develop a student's ability to perform basic mathematic operations and to apply mathematical techniques to a wide range of business problems. The mathematics of compound interest and annuities forms a major component of the course.

MGMT1000 Retail Management 42.0 Hours

This course will enable students to develop decision making skills related to retailing. Topics may include merchandise and expense planning, store layout, product line and resource determination, pricing, promotional strategies, customer service, financial planning and control.

P- MKTG1004 Marketing Foundations or P- MAR9103 Marketing Foundations or P- MKTG1000 Introduction to Marketing or P- MAR9101 Introduction To Marketing

MGMT2000 Production and Operations Management 42.0 Hours

This course introduces students to concepts underlying effective operation and control of manufacturing and service businesses. Approaches to production control, inventory policy, facilities planning, methods improvement and technological assessment are studied.

MGMT2001 Principles of Management 42.0 Hours

This course provides you with an introduction to the various philosophies, roles and functions of management. In addition it will cover on going changes in business that have a direct effect on the role of management.

MGMT2012 Introduction to Project Management 42.0 Hours

This course provides you with an overview of project management and the essential tools needed to deliver successful projects on time and on budget. You will learn the fundamental principles of project management including: project initiation, project definition, creation of work breakdown structures, scheduling using Gantt charts and network diagrams, risk management, budgeting and controlling resources, quality assurance, auditing and project termination.

MGMT2013 Human Aspects of Project Management 42.0 Hours

The aim of this course is to stimulate your understanding of the basic needs, interpersonal interactions and group behaviour that are affected throughout the phases of a project. This course also emphasizes planning the communication of project information to different project stakeholders.

P- MGMT2012 Introduction to Project Management

MGMT3001 Managerial Decision Making 42.0 Hours

This course is designed as a business decision simulation which offers students the opportunity to apply the 'tools' they have acquired in previous courses (i.e accounting, finance, marketing, human resource management) to solving real business problems in a competitive environment. Students must perform in an actual organizational environment and as such will better understand the interrelationships of the various functional areas. It is strongly recommended that students have taken a Business Finance and/or advanced accounting course.

MKTG1000 Introduction to Marketing 42.0 Hours

This is an overview course with primary focus on marketing products and services to the ultimate consumer. Emphasis is placed on the basic marketing premise that customer needs must be satisfied in order to achieve company objectives. The student gains insight into the complex and interdependent variables involved in developing successful marketing strategies. The strategic marketing planning process is introduced, along with the specific concepts and principles involved in the four key components of the marketing plan - Product, Price, Distribution, and Promotion Strategies.

MKTG1001 Planning the Marketing Strategy 42.0 Hours

This course involves the elements that a company controls and uses to put together as its Marketing Program. These four controllable elements are Product, Place, Price, and Promotion. Planning the Marketing Strategy provides an understanding of the growing interest in customer value. This interest is incorporated in designing a successful marketing plan in a consumer-oriented society.

P- MKTG1000 Introduction to Marketing or P- MAR9101 Introduction To Marketing or P- MKTG1004 Marketing Foundations or P- MAR9103 Marketing Foundations or P- MKTG1009 Marketing 1 (ODE)

MKTG1003 Personal Selling 42.0 Hours

This course covers the basic concepts and practices of relationship selling. The focus is on a "how to" approach, which stresses learning by doing through examples, exercises and video taped role-playing of selling situations. The skills developed in this course are applicable in all aspects of life - course work, job search, career sales, idea presentation.

REAS2002 Foundations in Canadian Business Research 42.0 Hours

Business research skills are integral to the business decision-making process in small, medium and large business enterprises. This course examines the business research skills required to efficiently and effectively locate and evaluate secondary information. Various databases are utilized to integrate research and decision-making skills, ensuring students have practical experience with the complete research process: from identifying an information need to developing a research plan to effectively presenting the results to a business audience.

STAT2000 Statistics 1 42.0 Hours

This course is designed to develop students' skills in organizing and summarizing information. It also provides an introduction to the techniques of inferential statistics (that is, drawing conclusions about populations on the basis of sample data). Students are expected to have and further develop their skills with spreadsheet software.

STAT2001 Statistics 2 42.0 Hours

This course builds on the topics covered in Statistics 1, extending hypothesis testing and other inferential techniques to a range of new problems. Applications of statistical techniques to quality and productivity management are covered. Students gain further experience with the use of computer-based statistical analysis tools.

P- STAT2000 Statistics 1 or P- BUS2238 Stats 1

Course Description Legend

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.