

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:	2014-2015
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;
- employ environmentally sustainable practices within the profession;
- examine the personal characteristics and circumstances associated with entrepreneurial success, from the perspective of an H R consultant or an HR employee providing H R services to entrepreneurs.

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.georgiancollege.ca/student-services/co-op-and-career-services/students-tab/

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:

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 Foundations	HURM 1000 Human Resources Management
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 1022 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

In addition, all of these nine (9) Georgian courses can be taken in the online delivery format.

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 HRPA's website at <http://www.hrpa.ca/RegulationandHRDesignations/Pages/CHRP.aspx>

The Program Progression:

Fall Intake - Barrie

Sem 1	Sem 2	Work Term 1	Sem 3	Work Term 2	Work Term 3	Sem 4
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Fall 2014	Winter 2015	Summer 2015	Fall 2015	Winter 2016	Summer 2016	Fall 2016

Sem 5		Sem 6

Winter		Summer
2017		2017

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
2015		2015		2015		2016		2016		2016		2017

Sem 6		Work Term 3

Summer		Fall
2017		2017

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.georgiancollege.ca/admissions/credit-transfer/>

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:

- 25 Mandatory Courses
- 2 Communications Courses
- 3 Optional Courses
- 1 Advanced Communications Course
- 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 Management Accounting
BUSI1001	Introduction to Organizational Behaviour
BUSI1007	Legislation and Payroll
COMP1003	Microcomputer Applications
ECON1000	Microeconomics
ECON2000	Macroeconomics
HURM1000	Human Resources Management Foundations
HURM1002	Labour Relations
HURM1004	Compensation
HURM1005	Human Resource Planning
HURM1006	Training and Development
HURM1007	Recruitment and Selection
HURM1022	Occupational Health and Safety
HURM2000	Employment Law
HURM2002	Benefits and Pensions

HURM3000 Current Issues in Human Resources
HURM3001 Performance Management
HURM3003 Human Resources Decision Support Systems
HURM3004 Employment Legislation - Application and Compliance
MATH1002 Mathematics of Finance
MGMT2001 Principles of Management
MGMT2012 Introduction to Project Management
MKTG1000 Introduction to Marketing
MKTG2033 Professional Edge

Communications Courses

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

Optional Courses

To be selected from College list

Advanced Communicatons Course

To be selected from College list

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 course provides the student with knowledge of basic accounting procedures and theory. Students are taught the steps of the accounting cycle that result in useful information for decision makers. Also included are adjusting entries, the preparation of financial statements, merchandising activities, and accounting information systems.

ACCT1003 Finance and Management 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.

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.

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.

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.

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.

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.

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.

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 no- 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.

HURM1022 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.

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.

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.

HURM3003 Human Resources Decision Support Systems 42.0 Hours

This course introduces students to the theory, concepts and applications of organizational decision making based on current and trending industry practices used by Human Resources professionals. Students will analyze and synthesize an understanding of the links between data, information, metrics and measures that support transactional and strategic objectives. Students will evaluate the impact of social media, as part of decision making processes and relevant links to workplace privacy from a Human Resources perspective.

HURM3004 Employment Legislation - Application and Compliance 42.0 Hours

In this course students will apply how employment legislation impacts the workplace. Using a case management approach, students will study current and relevant legislation linked to human rights, harassment, workplace violence, disability management, pay equity and relevant/trending precedent setting legislative matters. Students will study the practical elements of workplace investigations, liability and risk management. Upon successful course completion, students will be able to contrast and compare employment legislations to choose correct solutions for workplace issues.

P- HURM2000 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.

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.

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.

MKTG2033 Professional Edge 42.0 Hours

This course challenges students to develop their “personal brand” using strategic brand development techniques. The variety of available media such as resumes, personal websites and social media are explored, as well as career planning and professional development opportunities. Students learn proven techniques from leading brands and apply them to the creation of their own unique, differentiated brand in the workplace.

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.