

BUSINESS ADMINISTRATION - HUMAN RESOURCES

Program: BAHHR

Credential: Ontario College Advanced Diploma, Co-op

Delivery: Full-time

Work Integrated Learning: 3 Co-op Work Terms

Length: 6 Semesters, plus 3 work terms

Duration: 3 Years

Effective: Fall 2018, Winter 2019

Location: 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:

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 an organization's business plan;
12. contribute to the collection, analysis, and utilization of human resources data;
13. employ environmentally sustainable practices within the profession;
14. 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 programs 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 for students to proceed successfully to their first co-op work experiences. 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/ (<http://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 Advanced Education and Skills Development.

External Recognition

Possessing a unique blend of both theoretical and practical, applied learning, this program meets the academic course requirements of the Human Resources Professionals Association (HRPA) and the national professional standards established by the Canadian Council of Human Resources Professionals Associations.

Human Resources Professional Association (HRPA)) is the governing body that regulates the Human Resources profession in Ontario.

Graduates of the program who are interested in pursuing the professional credential as required by the the Human Resources Professionals Association (HRPA) must successfully complete nine mandatory courses

in order to begin the designation and regulatory requirements as set by the HRP.

These nine mandatory courses are:

Code	Title
Georgian Course Equivalencies towards HRP Requirements	
HURM 1000	Human Resources Management Foundations
BUSI 1001	Introduction to Organizational Behaviour
ACCT 1003	Finance and Management Accounting
HURM 1006	Training and Development
HURM 1022	Occupational Health and Safety
HURM 1002	Labour Relations
HURM 1005	Human Resources Planning
HURM 1004	Compensation
HURM 1007	Recruitment and Selection

Each of these nine (9) Georgian courses may be taken in the online delivery format.

HRP – CKE eligibility requirements mandate that students must have an average of 70% in each of the nine courses with no individual course achieving lower than 65%.

Professional designation regulations and requirements are found on the HRP website through this link: <http://www.hrp.ca/RegulationandHRDesignations/Pages/CHRP-Designation.aspx>

The Program Progression

Fall Intake

- **Sem 1:** Fall 2018
- **Sem 2:** Winter 2019
- **Work Term 1:** Summer 2019
- **Sem 3:** Fall 2019
- **Work Term 2:** Winter 2020
- **Work Term 3:** Summer 2020
- **Sem 4:** Fall 2020
- **Sem 5:** Winter 2021
- **Sem 6:** Summer 2021

Winter Intake

- **Sem 1:** Winter 2019
- **Sem 2:** Summer 2019
- **Sem 3:** Fall 2019
- **Work Term 1:** Winter 2020
- **Work Term 2:** Summer 2020
- **Sem 4:** Fall 2020
- **Sem 5:** Winter 2021
- **Sem 6:** Summer 2021
- **Work Term 3:** Fall 2021

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

OSSD or equivalent with

- Grade 12 English (C or U)
- any Grade 11¹ or 12 Mathematics (C, M or U)

¹ Minimum of 60% in Grade 11 College or University level Mathematics (MBF3C or MCF3M)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/policies-procedures/ (<http://www.georgiancollege.ca/admissions/policies-procedures/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details: www.georgiancollege.ca/admissions/credit-transfer/ (<http://www.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	Title
Mandatory Courses	
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	

BAHR courses combine current theory with experiential learning methodologies in order to prepare the student for the ever-increasing demands that are required of the regulated Human Resources professional.

Graduation Requirements:

- 25 Program Courses
- 3 Communications Courses
- 3 Program Option 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 unless otherwise stated on the course outline.

Program Tracking

Semester 1		Hours
Program Courses		
ACCT 1000	Financial Accounting Principles 1	42
BUSI 1001	Introduction to Organizational Behaviour	42
HURM 1000	Human Resources Management Foundations	42
MATH 1002	Mathematics of Finance	42
MKTG 1000	Introduction to Marketing	42
Communications Course		
Select 1 course from the communications list during registration.		42
Hours		252
Semester 2		Hours
Program Courses		
COMP 1003	Microcomputer Applications	42
ECON 1000	Microeconomics	42
HURM 1022	Occupational Health and Safety	42
HURM 2000	Employment Law	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 3		Hours
Program Courses		
ECON 2000	Macroeconomics	42
HURM 1004	Compensation	42
HURM 1006	Training and Development	42
HURM 1007	Recruitment and Selection	42
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Course		
Select 1 course from the available list during registration. Contact the program co-ordinator for further details.		42
Hours		252
Semester 4		Hours
Program Courses		
ACCT 1003	Finance and Management Accounting	42
BUSI 1007	Legislation and Payroll	42
HURM 2002	Benefits and Pensions	42
HURM 3001	Performance Management	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 5		Hours
Program Courses		
HURM 1002	Labour Relations	42
HURM 1005	Human Resources Planning	42
HURM 3003	Human Resources Decision Support Systems	42
MGMT 2001	Principles of Management	42
General Education Course		
Select 1 course from the general education list during registration.		42

Program Option Course		
Select 1 course from the available list during registration. Contact the program co-ordinator for further details.		42
Hours		252
Semester 6		Hours
Program Courses		
HURM 3000	Current Issues in Human Resources	42
HURM 3004	Employment Legislation - Application and Compliance	42
MGMT 2012	Introduction to Project Management	42
MKTG 2033	Professional Edge	42
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Course		
Select 1 course from the available list during registration. Contact the program co-ordinator for further details.		42
Hours		252
Total Hours		1512
Co-op Work Terms		Hours
COOP 1008	Business Work Term 1 (Fall intake - occurs after Semester 2, Winter intake - occurs after Semester 3)	560
COOP 2027	Business Human Resources Work Term 2 (Fall intake - occurs after Semester 3, Winter intake - occurs immediately after Work Term 1)	560
COOP 3000	Business Work Term 3 (Fall intake - occurs immediately after Work Term 2, Winter intake - occurs after Semester 6)	560
Hours		1680
Total Hours		1680

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.