BUSINESS ADMINISTRATION - HUMAN RESOURCES

Program: BAHR
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: Intake suspension Fall 2025
Location: Barrie

Description

Students develop the skills and knowledge necessary to perform human resource functions within domestic and international business environments. Students prepare to implement and evaluate plans for staffing, performance management, training, employee and labour relations, health and safety, and benefits and compensation administration functions. They also learn to apply communication, information technology, teamwork, leadership and organizational development strategies to support the human resources activities of an organization. They acquire the competency 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 may find employment 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. prepare and implement recruitment plans and selection processes to respond to organizational needs within a globalized environment;
2. administer and review the performance management system to ensure alignment with the organizational strategic plan;
3. coordinate and support the design and implementation of employee onboarding, training and development programs to meet organizational needs
4. ensure compliance with ethical, legal, professional and regulatory requirements in the implementation and support of employee relations;
5. support the development and implementation of a total rewards plan to attract, engage, retain and motivate employees within the organization;
6. design, implement and monitor employee wellness, organizational health and safety systems, in accordance with applicable legislation, standards and best practices;
7. select and use technology to support operational business functions related to human capital;
8. contribute to the design and implementation of organizational development strategies to promote operational effectiveness;
9. contribute to the development of human resources practices and communication strategies that are equitable, diverse, inclusive, accessible and culturally competent;
10. identify and develop strategies for self-development to enhance performance and maintain professional standards;
11. collaborate with invested parties to determine alignment of human capital initiatives with the organizational business plan;
12. collect and interpret workforce and talent data to support decision making;
13. employ environmentally sustainable practices within the profession;
14. examine the personal characteristics and circumstances associated with entrepreneurial success, from the perspective of an HR consultant or an HR employee providing HR services to entrepreneurs;
15. identify historical and contemporary inequities experienced by diverse populations to recognize the impact of identity, privilege, oppression, and bias;
16. examine personal and professional responsibilities to advance Indigenous reconciliation and affirm equity and inclusion.

Practical Experience

All co-operative education programs at Georgian contain mandatory work term experiences aligned with program learning outcomes. Co-op work terms are designed to integrate academic learning with work experience, supporting the development of industry specific competencies and employability skills.

Georgian College holds membership with, and endeavours to follow, the co-operative education guidelines set out by the Co-operative Education and Work Integrated Learning Canada (CEWIL) and Experiential and Work-Integrated Ontario (EWO) as supported by the Ministry of Colleges and Universities.

Co-op is facilitated as a supported, competitive job search process. Students are required to complete a Co-op and Career Preparation course scheduled prior to their first co-op work term. Students engage in an active co-op job search that includes applying to positions posted by Co-op Consultants, and personal networking. Co-op work terms are scheduled according to a formal sequence that alternates academic and co-op semesters as shown in the program progression below.

Programs may have additional requirements such as a valid driver's license, strong communication skills, industry specific certifications, and ability to travel. Under exceptional circumstances, a student may be unable to complete the program progression as shown below. Please refer to Georgian College Academic Regulations for details.

International co-op work terms are supported and encouraged, when aligned with program requirements.

Further information on co-op services can be found at www.GeorgianCollege.ca/co-op (https://www.georgiancollege.ca/co-op/)

External Recognition

Possessing a unique blend of both theory and 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 HRPA.

These nine mandatory courses are:

Code	Title
Georgian Course Equivalencies towards HRPA 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.

HRPA – 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 HRPA website through this link: https://www.hrpa.ca/designations (http://www.hrpa.ca/RegulationandHRDesignations/Pages/CHRP-Designation.aspx)/

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Intake suspension Fall 2025

Fall Intake

- **Sem 1:** Fall 2025
- **Sem 2:** Winter 2026
- **Work Term 1:** Summer 2026
- **Sem 3:** Fall 2026
- **Work Term 2:** Winter 2027
- **Work Term 3:** Summer 2027
- **Sem 4:** Fall 2027
- **Sem 5:** Winter 2028
- **Sem 6:** Summer 2028

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 https://www.georgiancollege.ca/admissions/credit-transfer/ (http://www.georgiancollege.ca/admissions/credit-transfer/)

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent, or mature student status
- Grade 12 English (C or U)
- any Grade 11[1] 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/academic-regulations/ (https://www.georgiancollege.ca/admissions/academic-regulations/)

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 for Prior Learning website for details: www.georgiancollege.ca/admissions/credit-transfer/ (https://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
COMP 1003	Microcomputer Applications
MATH 1002	Mathematics of Finance
MKTG 1000	Introduction to Marketing
Plus one:	
Communications 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

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

Semester 1		Hours
Program Courses		
ACCT 1000	Financial Accounting Principles 1	42
BUSI 1001	Introduction to Organizational Behaviour	42
COMP 1003	Microcomputer Applications	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		
Program Courses		
ECON 1000	Microeconomics	42
HURM 1000	Human Resources Management Foundations	42
HURM 1022	Occupational Health and Safety	42
HURM 2000	Employment Law	42
MKTG 2033	Professional Edge	42
Communications Course		
Select 1 course from the communications list during registration.		42
	Hours	252

Semester 3		
Program Courses		
ECON 2000	Macroeconomics	42
HURM 1004	Compensation	42
HURM 1006	Training and Development	42
HURM 1007	Recruitment and Selection	42
General Education Courses		
Select 2 courses from the general education list during registration.		84
	Hours	252

Semester 4		
Program Courses		
ACCT 1003	Finance and Management Accounting	42
BUSI 1019	Payroll Administration	42
HURM 2002	Benefits and Pensions	42
HURM 2007	Wellness and Employee Engagement	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		
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		
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
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Courses		
Select 2 courses from the available list during registration. Contact the program co-ordinator for further details.		84
	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 3018	Business Human Resources Work Term 3	560
	Hours	1680
	Total Hours	1680

Graduation Window

Students unable to adhere to the program duration of three years (as stated above) may take a maximum of six years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document 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.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.