

# HUMAN RESOURCE MANAGEMENT (BBA)

*Department of Management*

**The Human Resource Management Specialist** provides students with a good grounding in the management disciplines of accounting, finance, organization behaviour, marketing, strategic management, law, economics, business information systems, and statistics. The program also provides a specialized education in HRM which includes the study of HR planning, labour relations, compensation, recruitment and selection, training and development as well as occupational health and safety.

The HRM Specialist is designed to equip students with a comprehensive knowledge and skill set necessary for leading organizations effectively and allows students to potentially earn the coursework requirement for the CHRP designation.

## MAKE THE MOST OF YOUR TIME AT UTM!

We want to help you maximize your university experience, so we've pulled together information and interesting suggestions to get you started, although there are many more! As you review the chart on the inside pages, note that many of the suggestions need not be restricted to the year they are mentioned. In fact, activities such as joining an academic society, engaging with faculty and seeking opportunities to gain experience should occur in each year of your study at UTM. Read through the chart and create your own plan using **My Program Plan** found at [www.utm.utoronto.ca/program-plans](http://www.utm.utoronto.ca/program-plans)

### Programs of Study (POSt)

- Specialist Program ERSPE1882 Human Resource Management
- Specialist Program ERSPE2431 Management
- Major Program ERMAJ2431 Management

### Check out...

Gain valuable work experience! In MGT480H5 you will apply what you've learned in the program in a practical business setting. An application is required.

### What can I do with my degree?

The career you choose will depend on your experience and interests. Visit the Career Centre to explore your career options.

**Careers for graduates:** Compensation & benefits specialist; Employee relations specialist; Grievance officer; Human resources specialist; Labour relations specialist; Mediator; Occupational health & safety officer; Organizational development specialist; Payroll administrator; Recruiter; Risk management specialist.

**Workplaces:** Government; Accounting; Insurance; Manufacturing; Unions; Independent HR consulting firms; Organizations in a wide range of industries in virtually every sector of the economy.



# HUMAN RESOURCES MANAGEMENT

## SPECIALIST Program Plan

### HOW TO USE THIS PROGRAM PLAN

Read through each year. Investigate what appeals to you here and in any other Program Plans that apply to you.

Visit [www.utm.utoronto.ca/program-plans](http://www.utm.utoronto.ca/program-plans) to create your own plan using [My Program Plan](#). Update your plan yearly.



	1 <sup>ST</sup> YEAR	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR	4 <sup>TH</sup> OR FINAL YEAR
PLAN YOUR ACADEMICS*	<p>Enrol in MGM101H5, 102H5, ECO101H5, ECO102H5; MAT135Y5/MAT133Y5 or both MAT135H5, MAT136H5. Recommend students take MGT120H5.</p> <p>Choose a program of study (Subject POST) once you complete 4.0 credits and meet the weighed average. Use the <b>Degree Explorer</b> and the <b>Academic Calendar</b> to plan your degree.</p> <p>Develop foundational academic skills and strategies by enrolling in a <b>utmONE</b> course. Build community and gain academic support through <b>LAUNCH</b>. Join a RGASC <b>Peer Facilitated Study Group</b>.</p>	<p>In second year and higher, attain 12.5 credits in Management. View the <b>Academic Calendar</b> for course options.</p> <p>Visit the <b>Li Koon Chun Finance Learning Centre (FLC)</b> for specialized information resources and databases. The FLC is located on the lower level of the Innovation Complex in Room L1245.</p>	<p>Ensure you are enrolling in courses that fulfil the program requirements of your degree. View the <b>Academic Calendar</b> for course options.</p> <p>Throughout your undergraduate degree:</p> <ul style="list-style-type: none"> <li>use the <b>Degree Explorer</b> to ensure you complete your degree and program requirements.</li> <li>see the <b>Office of the Registrar</b> and the <b>Management Academic Advisor</b>.</li> </ul>	<p>Ensure you are enrolling in courses that fulfil the program requirements of your degree. Sign up for MGT480H5 on ACORN and attend the Orientation Session.</p> <p>Do you have innovative business ideas? Visit <b>ICUBE</b>, the business incubator in the lower level of the Innovation Complex to receive expert advice.</p> <p>Log on to ACORN and request graduation.</p>
BUILD SKILLS	<p>Use the <b>Co-Curricular Record (CCR)</b>. Search for opportunities beyond the classroom, and keep track of your accomplishments.</p> <p>Attend the <b>Get Hired Fair</b> through the Career Centre (CC) to learn about on- and off-campus opportunities.</p> <p>Attend the <b>Experiential Education Fair</b>.</p>	<p>Use the <b>Career &amp; Co-Curricular Learning Network (CLNx)</b> to find postings for on- and off-campus work and volunteer opportunities.</p> <p>Work on-campus through the <b>Work-Study program</b>. View position descriptions on the CLNx.</p>	<p>Interested in some friendly competition? Apply to take part in External Case Competitions - an opportunity to develop and showcase writing and presentation skills to campus recruiters.</p> <p>Explore your interest. Apply to become a <b>Wellness Ambassador</b> at the Health and Counselling Centre.</p> <p>Attend the Work-Study info Session with Department of Management.</p>	<p>Skills are transferrable to any job regardless of where you develop them. Need to strengthen your presentation skills? Consider a role as a <b>RGASC Facilitated Study Group Leader</b>.</p>
BUILD A NETWORK	<p>Networking simply means talking to people and developing relationships with them. Start by joining the <b>Innovative Business Association (IBA)</b>. Ask about their Mentorship Program.</p> <p>Do you have a professor you would like to connect with? Learn <b>Tips On How to Approach a Professor</b> available through the Experiential Education Unit (EEU).</p>	<p>Accept your <b>UTMBusinessConnect invitation</b>. Gain access to appointments, job postings and much more.</p> <p>Take part in the <b>Professional Skills Development Program (PSDP)</b>. Check out the <b>PSDP Events Calendar</b>. Join the Momentum Conference, Momentum Connections and the EPIC Conference.</p> <p>Apply to the <b>Certificate in Effective Business Practices and Leadership Skills</b> which includes a paid internship.</p>	<p>Establish a professional presence on social media (e.g., LinkedIn).</p> <p>Meet industry professionals within your desired profession. Attend the <b>IBA Business Banquet</b> - the largest networking event offered to UTM business students.</p>	<p>Join a professional association. Check out your <b>chapter</b> of the <b>Human Resources Professionals Association (HRPA)</b>.</p> <p>Go to a conference such as Ready, Set, Market! or Show Me the Green.</p>
BUILD A GLOBAL MINDSET	<p>Engage with the many programs offered by the <b>International Education Centre (IEC)</b>, whether you are an international or domestic student. Consider joining the <b>Canada Eh?</b> day trips or <b>English Language Conversation Circles</b> to deepen your global mindset.</p> <p>First-year international students can also take advantage of <b>THRIVE'IN</b>, a one-day conference dedicated to helping you start your UTM journey successfully.</p>	<p>Participate in <b>International Education Week</b> and engage in programs like <b>Global and Intercultural Fluency Training Series (GIFTS)</b> to build on your leadership and communication skills in global citizenship. Learn about and prepare for a future <b>UTM Abroad Experience</b> through the IEC to strengthen and enhance your intercultural skill set, and learn about other cultures while sharing your own!</p>	<p>Expanding your intercultural awareness and developing intercultural skills will help you in your academics, personal growth and are highly sought out by employers.</p> <p><b>Earn credits overseas!</b> Apply to study for a summer term, or year at one of 170+ universities. Speak to the IEC for details about <b>Course Based Exchange</b>, funding and travel safety. Attend Global Learning Week to learn about the various opportunities available to you!</p>	<p>Engage in programs like <b>ISTEP</b> and <b>THRIVE</b> to support your transition out of the University!</p>
PLAN FOR YOUR FUTURE	<p>The Career Centre's <b>model</b> can help! Get started today by visiting <b>My Career Centre</b> to begin exploring on your own.</p> <p>Stop by the Hello desk in the <b>Student Services Hub</b>. Our Career Centre team is ready to support you.</p> <p>Attend the <b>Program Selection &amp; Career Options</b> workshop offered by the Office of the Registrar and the CC.</p> <p>Attend the Management department's Associate Yourself Fair.</p>	<p>Explore careers through the CC's <b>Job Shadow Program</b> or <b>In the Field</b>.</p> <p>Considering <b>further education</b>? Attend the CC's <b>Graduate &amp; Professional Schools Fair</b>. Research certification requirements for CIA, CPA and CFA and prepare for admission tests (LSAT, GMAT).</p> <p>Visit the <b>Professional Development &amp; Learning Centre (PDLC)</b> at Department of Management for business targeted career support, including resume and cover letter critique and interview preparation.</p>	<p>Visit the UTM Events page on <b>CLNx</b>. You would also find exciting networking opportunities to connect with employers, industry professionals and alumni.</p> <p>Are you ready to take the next step in preparing for further education? Get started by checking out the Pursue Learning section of <b>My Career Centre</b> and attending a drop-in session with a <b>Career Counsellor</b> for best practices for grad school preparation.</p>	<p>Attend the CC workshop, <b>Now That I'm Graduating What's Next</b> to learn how to develop your job search plan.</p> <p>Ready for employment? Schedule an <b>Employment Strategist Appointment</b> to review your documents and practice your skills. If you are still unsure about the next steps in your career journey, schedule a <b>Career Counsellor Appointment</b> to gain support exploring career options and establishing a career plan.</p>

\*Consult the Academic Calendar for greater detail on course requirements, program notes and degree requirements.



# HUMAN RESOURCES MANAGEMENT

## Skills developed in HRM

To be competitive in the job market, it is essential that you can explain your skills to an employer. Visit the Career Centre to learn how to articulate and market the following skills:

**Communication:** prepare and make oral presentations; write detailed reports; and convey concepts and ideas accurately.

**Research & analytical:** attention to detail; critical and analytical thinking; evaluate ideas and research; statistical analysis; and computer modeling.

**Problem-solving:** decision making and interpret research and data.

**Organizational:** time management; manage multiple priorities during peak times; and application of theoretical knowledge in practical settings (e.g. via internships).

## Get involved

Check out the 100+ student organizations on campus. Here are a few:

- Innovative Business Association (IBA)
- UTMM Competition (UTMMC) Team
- ACE UTM
- UTM Student Union (UTMSU)
- UTM Athletics Council (UTMAC)
- UTM Capital Management (UTMCM)

For a listing of clubs on campus visit the

**Student Groups and Societies Directory**

## Services that support you

- **Accessibility Services (AS)**
- **Career Centre (CC)**
- **Centre for Student Engagement (CSE)**
- **Professional Development & Learning Centre (PDLC), Department of Management**
- **Equity, Diversity & Inclusion Office (EDIO)**
- **Experiential Education Unit (EEU)**
- **Health & Counselling Centre (HCC)**
- **International Education Centre (IEC)**
- **Li Koon Chun Finance Learning Centre (FLC)**
- **Office of the Registrar (OR)**
- **Recreation, Athletics and Wellness Centre (RAWC)**
- **Robert Gillespie Academic Skills Centre (RGASC)**
- **UTM Library, Hazel McCallion Academic Learning Centre (HMALC)**

## Department of Management

Kaneff Centre, KN216  
University of Toronto Mississauga  
3359 Mississauga Rd  
Mississauga ON Canada L5L 1C6

[www.utm.utoronto.ca/management](http://www.utm.utoronto.ca/management)

## FUTURE STUDENTS

### Admission to UTM

All program areas require an Ontario Secondary School Diploma, or equivalent, with six Grade 12 U/M courses, or equivalent, including English. The admission average is calculated with English plus the next best five courses. The Grade 12 prerequisite for this program is Advanced Functions. The approximate average required for admission is mid-80s. More information is available at [utm.utoronto.ca/viewbook](http://utm.utoronto.ca/viewbook).

**NOTE:** During the application process, applicants will select the Management admissions category but will not officially be admitted to a formal program of study (Specialist, Major, and/or Minor) until after first year.

### Sneak Peek

Take MGT260H5 to learn about current theory and practices in the major functions of human resource management. Class exercises and projects are used to provide students with some practical HR experience. In MGT262H5, you will explore relevant problems confronting management such as motivation, influence and communication.

With courses accredited by the Human Resources Professionals Association (HRPA), this Specialist will allow students to complete the prerequisite studies for the Certified Human Resources Professional (CHRP) designation.

### Student Recruitment & Admissions

Innovation Complex, Room 1270  
University of Toronto Mississauga  
3359 Mississauga Rd  
Mississauga ON Canada L5L 1C6

905-828-5400

[www.utm.utoronto.ca/future-students](http://www.utm.utoronto.ca/future-students)

