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 complete the prerequisites 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

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.

Visit [www.utm.utoronto.ca/program-plans](http://www.utm.utoronto.ca/program-plans) for the online version and links.

Revised on: 5/9/2019

### 1ST YEAR
- **Enrol in courses**: MGM101H5, 105H5, MAT133Y5/MAT135Y5 and ECO100Y5. Check out the Management department's First Year Success Guide. Choose a program of study (Subject POS) once you complete 4.0 credits. Use the Degree Explorer Planner and the Academic Calendar to plan your degree. Start strong and get informed with uCASA and LAUNCH through the Centre for Student Engagement (CSE). Join a RGASC Peer Facilitated Study Group.

### 2ND YEAR
- **Enrol in courses**: MGT252H5, 260H5, 262H5, STA218H5, MGMT212H5/MGT210H5, MGMT222H5, 230H5, and ECO205Y5/200Y5. Visit the Li Koon Chun Finance Learning Centre (FLC) for specialized information resources and databases. The FLC is located on the lower level of the Innovation Complex in Room L1245.

### 3RD YEAR
- **Enrol in courses**: MGMT301H5, 360H5, 364H5, 365H5, 390H5, MGT363H5 and MGT371H5. Attain 1.5 credits from the Electives category in the Academic Calendar. Throughout your undergraduate degree:
  - use the Degree Explorer to ensure you complete your degree and program requirements.
  - see the Office of the Registrar and the Management Academic Advisor.

### 4TH OR FINAL YEAR
- **Enrol in courses**: MGMT400H5, 464H5, 465H5, 466H5, and MGT480H5. Sign up for MGT480H5 on ACORN and attend the Mandatory Orientation Session.

### PLAN YOUR ACADEMICS*

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### BUILD SKILLS

- Use the Co-Curricular Record (CCR). Search for opportunities beyond the classroom, and keep track of your accomplishments.
- Attend the Get Experience Fair through the Career Centre (CC) to learn about on- and off-campus opportunities.
- Use the Career Learning Network (CLN) to find postings for on- and off-campus work and volunteer opportunities.
- Work on-campus through the Work-study program. View position descriptions on the CLN.

### BUILD A NETWORK

- Networking simply means talking to people and developing relationships with them. Start by joining the IMI Business Association (IBA) Ask about their Mentorship Program.
- Do you have a professor you really like or connect with? Take part in Try it Week — a week of mock lectures — to get an idea of which program is best for you. For more details, check the First Year Guide.
- Attend events held by the International Education Centre (IEC), whether you are an international or domestic student. Explore different cultures through food, music, and sport or through sight-seeing around the GTA.
- Attend the Management department’s 2nd year Momentum Conference.
- Take part in the Professional Skills Development Program (PSDP). Check out the PSDP Events Calendar to stay up-to-date on Management events.
- Embark on a UTM Abroad Experience through the IEC. Take advantage of this opportunity to travel as part of a class, or a co-curricular opportunity, and learn about a topic of interest in a unique location.

### BUILD A GLOBAL MINDSET

- Attend the Program Selection & Career Options workshop offered by the Office of the Registrar and the CC. Check out Careers by Major at the CC to see potential career options. Attend the Management department’s Associate Yourself Fair.
- Take part in Try It Week — a week of mock lectures — to get an idea of which program is best for you. For more details, check the First Year Guide.
- Explore careers through the CC’s Extern Job Shadowing Program. Visit the Professional Development & Learning Centre (PDLC) in KN1507A.
- Considering further education? Attend the CC’s Graduate and Professional Schools Fair. Talk to professors – they are potential mentors and references.
- Embark on a UTM Abroad Experience through the IEC. Take advantage of this opportunity to travel as part of a class, or a co-curricular opportunity, and learn about a topic of interest in a unique location.
- Establish a professional presence on social media (e.g., LinkedIn).
- Join a professional association. Check out the Peel Chapter of the Human Resources Professionals Association (HRPA).
- Go to a conference such as Ready, Set, Market! or Show Me the Green.

### PLAN FOR YOUR FUTURE

- Attend the Health and Counselling Centre’s Outreach and Special Events team.
- Attend the Management department’s 2nd year Momentum Conference.
- Take part in the Professional Skills Development Program (PSDP). Check out the PSDP Events Calendar to stay up-to-date on Management events.
- Embark on a UTM Abroad Experience through the IEC. Take advantage of this opportunity to travel as part of a class, or a co-curricular opportunity, and learn about a topic of interest in a unique location.
- Establish a professional presence on social media (e.g., LinkedIn).
- Join a professional association. Check out the Peel Chapter of the Human Resources Professionals Association (HRPA).
- Go to a conference such as Ready, Set, Market! or Show Me the Green.
- Why not work abroad? Read up on worldwide employment trends and industry outlooks through GoinGlobal. Attend the Go Global Expo to learn about opportunities. See if you are eligible for International Experience Canada.

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

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

- IMI Business Association (IBA)
- DECA UTM
- UTM Student Union (UTMSU)
- UTM Athletics Council (UTMAC)

For a listing of clubs on campus visit www.utm.utoronto.ca/clubs.

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**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.

**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**

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University of Toronto Mississauga
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www.utm.utoronto.ca/future-students