

## DIPLOMA

- Two years
- September start
- Bay St. George, Burin, Clarenville, Grand Falls-Windsor and Prince Philip Drive Campuses and through @ College Distributed Learning Service (DLS)

## COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 1</b>				
AC1260	Financial Accounting I	5	4	4
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
MA1400	Mathematics of Finance I	3	3	1
MC1220	Productivity Tools I	2	1	2
MR1100	Marketing I	4	3	2
<b>Semester 2</b>				
AC2260	Financial Accounting II	5	4	4
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
MA2400	Mathematics of Finance II (Not required for Certificate)	3	3	0
MC1221	Productivity Tools II	2	1	3
MR2100	Marketing II	4	3	2
<b>Semester 3 (Intersession)</b>				
MA1670	Statistics	4	4	1
MC2220	Productivity Tools III	3	2	3
OR				
AC2230	Computerized Accounting I	3	2	3
<b>Year 1 courses can be completed at campuses offering the Business Administration certificate program.</b>				
<b>Semester 4</b>				
CM2200	Oral Communications	2	2	0
HN1100	Introduction to Industrial Relations	3	3	1
HN2130	Recruitment/Selection	3	3	1
LW1200	Business Law	3	3	0
MR2300	Business Research	4	3	2
HN2150	Training and Development	3	3	1
Elective				
<b>Semester 5</b>				
CM2300	Report Writing	2	2	0
EC1100	Microeconomics	3	3	0
HN2100	Collective Agreement Administration	3	3	1
LW1210	Labour and Employment Law	4	3	2
PS2340	Organizational Behavior	4	4	0
SD1420	Workplace Skills	3	3	1
HN1400	Occupational Health and Safety	3	3	1
<b>Semester 6</b>				
OJ1540	Work Exposure	4	4	0

## BUSINESS

# Business Administration (Human Resource Management)

The Human Resource Management program has been designed to provide students with insight into the theory and practice of effective Human Resource Management. In today's competitive business environment, managers recognize the importance of their human resources to the success of their organization.

The program is designed to provide students with an opportunity to pursue a career in Human Resource Management, Industrial/Labour Relations, Supervision and General Management.

**Note:** Year 2 of the Business Administration (Human Resource Management) and the Business Management (Human Resource Management) programs is common.

### OBJECTIVES

1. To provide students with a broad understanding of fundamental business principles and practices essential to efficient and effective management.
2. To develop skills in various key areas of human resource management such as recruitment, selection, training and development, compensation, and industrial/labour relations.
3. To develop leadership, teamwork, and problem-solving skills.
4. To introduce various aspects of computerized information technology.
5. To develop an appreciation for the entrepreneurial process, particularly as it relates to small business development.
6. To provide students with an opportunity to integrate classroom study with relevant work experience.

### CAREER OPPORTUNITIES

Graduates may obtain employment in a variety of areas such as private businesses, consulting agencies, associations, unions, Federal/Provincial/Municipal Governments.

The following is a brief list of the positions that graduates may occupy after successful completion of the program: recruitment/selection officer, personnel officer, training and development officer; compensation/benefits specialist, sexual harassment officer, employee assistance coordinator, labour relations officer, professional development officer,

human resource officer, personnel manager, manager of human resources, classification officer.

### PROGRAM TRANSFERABILITY

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

**Year 1:** The first year is a common year at the end of which students may graduate with a Business Administration Certificate.

**Year 2:** Students select one area of specialization for the second year from the following options: Accounting, General, Human Resource Management, and Marketing. Students may graduate at the end of Year 2 with a Business Administration Diploma.

**Year 3:** The three third-year options are Accounting, Human Resource Management, and Marketing. Students may graduate with a Business Management Diploma at the end of Year 3.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- Northwood University, Michigan, USA
- Certified General Accountants of Canada (CGA)
- The Society of Management Accountants

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association - Canada

