

## DIPLOMA

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

## COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 1</b>				
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
MA1400	Mathematics of Finance I	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0
SD1340	Student, Career & Portfolio Development I	1	1	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 2</b>				
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MA2400	Mathematics of Finance II	3	3	1
MR2100	Marketing II	4	4	0
SD1341	Student, Career & Portfolio Development II	1	1	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 3 (Intersession)</b>				
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0
MC1241	Computer Applications II	3	2	2

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

**Year 1 courses can be completed at campuses offering the Business Administration certificate program.**

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 4</b>				
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
HN1100	Industrial Relations	3	3	1
HN2130	Recruitment and Selection	3	3	1
HN2150	Training and Development	3	3	1
MA1670	Statistics	4	4	1
MR2300	Business Research	4	3	2

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 5</b>				
AC2600	Managerial Accounting for HRM	4	3	2
HN1400	Occupational Health and Safety	3	3	1
HN2100	Collective Agreement Administration	3	3	1
LW1210	Labour and Employment Law	4	3	2
PS2340	Organizational Behavior	4	4	0
SD2340	Student, Career & Portfolio Development III	2	2	0
Elective (minimum 3 credits)		3	3	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 6 (Intersession II)</b>				
OJ1550	Work Exposure (HRM)	6	0	0

## BUSINESS

# Business Administration (Human Resource Management)

The Business Administration (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. Examine and critique the key fundamentals of strategic human resource management and the employment related legislation (regulations and acts).
2. Propose and apply various human resource practices to effectively manage an organization's human resources.
3. Demonstrate effective research, negotiation, conflict resolution, and leadership skills for use in the business environment.
4. Demonstrate application of the Conference Board of Canada employability skills.

### 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.

### ACCREDITATION

Business Administration (Human Resource Management) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the

leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

### 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 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
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

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
- Certified General Accountants of Canada (CGA)
- The Society of Management Accountants of Canada (CMA)
- The Payroll Association of Canada

