



**Business Administration – Human Resources**  
**2024-25 Program Handbook**

# Business Administration – Human Resources

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# Coordinator Welcome

Welcome to Confederation College and the **Business Administration - Human Resources** program!

## Program Overview:

This three-year program will provide you with all necessary training to meet the challenge of our complex industrial society and a skill set that is in demand. You will be exposed to key concepts and best practices that will foster the leadership required to effectively utilize an organization's most valued asset, their human resources.

In the HR profession, you need to be positive, energetic and self-motivated, but you will also need to be firm and decisive when required.

Graduates of this program are eligible (subject to minimum grade level requirements) to write the exams leading to

Certified Human Resources Professional (CHRP) designation as granted by the Human Resources Professionals Association (HRPA). You could be on your way to succeeding in your career goals with this program!

Larry Dzijacky  
Coordinator, Human Resources Programs



## Coordinator Contact Information

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# 1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

Program Coordinator: **Larry Dzjacky**

Email address: [ldzjack@confederationcollege.ca](mailto:ldzjack@confederationcollege.ca)

Student Success Advisor: **Shannon Maloney**

Email address: [Shannon.Maloney@confederatoncollege.ca](mailto:Shannon.Maloney@confederatoncollege.ca)

[Student Success Advisors - Contact Information | Confederation College](#)

We wish you all the best in your studies!

## 2. Program Breakdown and Courses

### 3-Year Ontario College Advanced Diploma Program

#### Business Administration – Human Resources

Students in this three-year College Advanced Diploma program take seven (7) courses in each semester from Semester 1 to Semester 3, and six (6) courses in Semester 4 and 5. During Semester 6 students will be on a Work Placement for fifteen (15) weeks from January to April.

The standard sequence of courses for the Business Administration - Human Resources program is as follows:

#### **Semester 1**

|        |                               |
|--------|-------------------------------|
| AC 111 | Intro to Financial Accounting |
| CS 050 | College Writing               |
| GB 110 | Intro to Business             |
| HR 131 | Human Resources I             |
| MA 134 | Business Math                 |
| MK 114 | Intro to Marketing            |
| GE     | General Education Elective    |

#### **Semester 2**

|        |                          |
|--------|--------------------------|
| AC 223 | Financial Accounting II  |
| CS 220 | Business Communications  |
| EC 208 | Microeconomics           |
| GB 156 | Microsoft Excel          |
| HR 232 | Organizational Behaviour |
| MA 246 | Financial Math           |
| MK 263 | Marketing II             |

#### **Semester 3**

|        |  |
|--------|--|
| EC 402 | Macroeconomics                           |
| GB 323 | Managerial Accounting                    |
| HR 306 | Occupational Health and Safety           |
| HR 313 | Labour Relations Law                     |
| HR 314 | Compensation and Benefits Administration |
| HR 414 | Human Rights in Employment               |
| GE     | General Education Elective               |

**Semester 4**

|        |                                    |
|--------|------------------------------------|
| GB 317 | Business Law                       |
| HR 304 | Training                           |
| HR 401 | Collective Bargaining              |
| HR 405 | Employee Recruitment and Selection |
| HR 419 | HR Information Systems             |
| GE     | General Education Elective         |

**Semester 5**

|        |                                     |
|--------|-------------------------------------|
| GB 440 | Statistics                          |
| HR 501 | Grievance Procedure and Arbitration |
| HR 506 | Employment Equity/Pay Equity Law    |
| HR 521 | Human Resources Planning            |
| HR 524 | International Human Resources       |
| HR 621 | Finance                             |

**Semester 6**

|        |                |
|--------|----------------|
| HR 600 | Work Placement |
|--------|----------------|

**DegreeWorks** is a web-based assessment tool to assist you in tracking your progress throughout your program.

Please refer to [Degree Works](#), or reach out to your Coordinator or Student Success Advisor if you have any questions or concerns about missing or pre-requisite courses.

**ARTICULATION:**

To obtain a College Diploma and a University Degree, check out the following opportunities with our "Educational Partners". Go to <http://confederationcollege.ca/articulation-agreements>

# Business Administration – Human Resources Advanced Diploma Planner

**Course Planner Checklist**    Name: \_\_\_\_\_ Student # \_\_\_\_\_

To be eligible to graduate from the college, students must successfully pass all courses with a cumulative GPA of 2.00

| Full-Time Program Requirements                | ✓ have<br>(Grade) | X<br>need |
|---|-------------------|-----------|
| <b>SEMESTER 1</b>                             |                   |           |
| AC 111 - Introductory to Financial Accounting |                   |           |
| CS 050 - College Writing                      |                   |           |
| HR 131 - Human Resources I *                  |                   |           |
| GB 110 - Introduction to Business             |                   |           |
| MA 134 - Business Mathematics                 |                   |           |
| MK 114 - Introduction to Marketing            |                   |           |
| GE      General Education Elective            |                   |           |
| <b>SEMESTER 2</b>                             |                   |           |
| AC 223 - Financial Accounting II              |                   |           |
| CS 220 - Business Communications              |                   |           |
| HR 232 - Organizational Behaviour *           |                   |           |
| MK 263 - Marketing II                         |                   |           |
| MA 246 - Financial Math                       |                   |           |
| EC 208 - Microeconomics                       |                   |           |
| GB 156 - Microsoft Excel                      |                   |           |

|   |  |  |
|---|--|--|
| <b>SEMESTER 3</b>                                   |  |  |
| GB 323 – Managerial Accounting *                    |  |  |
| EC 402 – Macroeconomics                             |  |  |
| HR 306 – Occupational Health & Safety *             |  |  |
| HR 313 – Labour Relations Law **                    |  |  |
| HR 314 – Compensation and Benefits Administration * |  |  |
| HR 414 – Human Rights in Employment                 |  |  |
| GE ... - General Education Elective                 |  |  |
| <b>SEMESTER 4</b>                                   |  |  |
| GB 317 – Business Law                               |  |  |
| HR 405 – Recruitment and Selection *                |  |  |
| HR 401 –Collective Bargaining**                     |  |  |
| HR 419 – HR Information Systems                     |  |  |
| HR 304 – Training *                                 |  |  |
| GE ... - General Education Elective                 |  |  |
| <b>SEMESTER 5</b>                                   |  |  |
| HR 621 – Finance                                    |  |  |
| HR 501 – Grievance Procedures & Arbitration         |  |  |
| HR 506 – Employment Equity/Pay Equity Law           |  |  |
| GB 440 – Statistics                                 |  |  |
| HR 521 – Human Resources Planning *                 |  |  |
| HR 524 – International Human Resources              |  |  |
| <b>SEMESTER 6</b>                                   |  |  |
| HR 600 – Work Placement                             |  |  |

**\*HRPA required course** – Must achieve a minimum of 65% in each course and an overall average of 70% for all nine (9) courses to be eligible to write the HRPA designation examination.

**\*\*HRPA requires:** HR 313 – Labour Relations Law, and HR 401 – Collective Bargaining to meet their Labour Relations requirement. (Note: HRPA averages these two courses to determine the 65% criteria).

Go to <http://www.hrpa.ca> for more information regarding designations.



### 3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website ([link provided](#)) and also on page 13 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the Business Administration -Human Resources program.

#### General Class Structure

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, explain the grading system. Along with the outline, you will be provided a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

#### Blackboard

“Blackboard” is a learning management system which allows you to see your specific classes and grades, communicate with your professor, and read important course and academic notices. It is also where some teachers upload course-specific assignments, PowerPoint presentations, lecture notes, and other class work. Check Blackboard frequently by logging into “myCampus” on the Confederation homepage.

**It is your responsibility to check Blackboard on a regular basis.**

#### Email

Every registered student at the college is given an individual email account. This email account is the email you should use for all of your college correspondence. In other words, if you need to contact a Professor or Registration Services etc., use your college account and not your personal gmail, hotmail, etc. Your college email address is linked to Blackboard and is the address your Professors will use to contact you.

**It is your responsibility to check your college email regularly.**

Professors will use your college email address and/or Blackboard as a means of communication.

Distance Education students will be contacted by DE staff for an orientation and to share program specific requirements for students who attend online.

## 4. Program Expectations

### Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate and documentable reasons do occur BUT **your professors need to be made aware either prior to, or immediately following the absence.** Waiting to contact a Professor for multiple weeks or months is not acceptable.
- If you are absent from class, you must find out what you missed from your classmates or professor. Your professor will not come to you or re-teach the material.
- Legitimate and documentable reasons for missing class need to be discussed in advance with your Professor. Examples include the following:
  - Illness or Medical Emergency:  
If you are sick or experience a medical emergency, you should inform your professor as soon as possible, preferably before the class.
  - Court summons, jury duty:  
A court summons or jury duty notice serves as documentation.
  - Death of family member:  
Documented through discussion with your Professor.
- Unacceptable reasons for missing class include the following:
  - Procrastination or poor time management
  - Sleeping in
  - Trips
  - Work
- If you miss a test/exam/quiz without a legitimate reason, you may receive a grade of zero (0).
- Some courses allow a comprehensive test to replace one missed test grade of zero (0). Some courses do NOT allow this. Consult your professor to determine if this is an option.
- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Assignments, projects, essays, etc. (given as "homework" with a due date) are due on the assigned date.
- You CANNOT submit a semester's worth of work at the end of the semester. Assessments are continuous throughout the semester.
- The last day of the semester is the final day to submit work. Beyond that date, work will not be accepted.

- Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments. Follow the submission instructions provided by your Professor. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.
- Distance Education students must contact the DE department for testing instructions. This includes approved testing centres, proctors and specific program requirements.

## Teamwork

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

## Grading

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

## Professionalism and In-class Behaviour

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.
- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.
- **Focus on what's happening in class.** Talking to or distracting classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.

- **Participate during the class.** Students are encouraged to pay attention, take notes, participate in classroom discussions and activities
- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

### **Additional expectations:**

- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

## 5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 [\(Sign-off Required, see page 15\)](#)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

**A complete list of Confederation College Policies and Procedures** can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

# Academic Integrity

**Purpose:** Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

**Scope:** Applies to all students and staff to guide behavior and support learning.

**Academic Integrity:** Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

**Definition of Academic Dishonesty:** A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

**Consequences:** Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.



**Procedure for Students:**

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

**Academic Integrity Sign-off**

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, \_\_\_\_\_ (print name), have read and understand the Academic Integrity information and policy contained in the Business Administration- Human Resources handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Resources and Support Services

### Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

### Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

### Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

### Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

## 7. Contact Information

Program Coordinator: **Larry Dzijacky**  
Ph: 807-475-6619    Email: [ldzijack@confederationcollege.ca](mailto:ldzijack@confederationcollege.ca)

Please refer to your timetable & Blackboard course sites for additional faculty and their contact information.

Student Success Advisor: **Shannon Maloney**  
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