



CREDENTIAL	PROGRAM CODE	AREA OF INTEREST	LOCATION	DURATION
Ontario College Advanced Diploma	Fall: 0229	Business	Thunder Bay	3-year

Overview

When you think of business, you often think profit margins, cost analysis, customer service, marketing, managing risk and all the other things that go into making a successful company. But one of the most important resources any company has is its people.

Confederation College's Business Administration – Human Resources three-year diploma program continues where the two-year Business – Human Resources program leaves off. As with that program you'll learn about accounting, marketing essentials, training, human rights in employment, business law & ethics and information systems. You'll also take advanced courses covering statistics, grievance procedures & arbitration and international human resources. Your last semester will be dedicated to a work placement so that you get real-world experience that will give you an even bigger advantage on the job market.



Top Highlights

- Provides more job opportunities and career advancement opportunities than two-year program
- Four-month work placement in the last semester
- Graduates will be able to write their Certified Human Resources Professional (CHRP) designation (subject to certain academic goals – see the Program Brochure for more information)
- Continue on to a university degree through articulation agreements



Employment Opportunities

Graduates of the Business Administration - Human Resources three-year program find positions in a variety of private and public sector organizations including training, health and safety, pensions and benefits administration, personnel administrators, human resource managers, industrial relations officers, personnel managers, union representatives and other areas of HR.



Experiential Learning

Field Placement



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Business Administration - Human Resources

Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels with Grade 12 English (C/U) Level.
- or successful completion of the Mature Student Assessment.
- or successful completion of the General Education Development Test (GED).
- or appropriate credits from the Academic and Career Entrance program (ACE).

Other Courses Recommended

- Grade 11 College Preparation Mathematics.

Alternative Pathways

Applicants not meeting these admission requirements are encouraged to consider the College Access or General Arts and Science Certificate or Diploma programs or Academic and Career Entrance program (ACE); students who successfully complete one of these programs would be eligible to apply to programs in the Business, Hospitality & Tourism and Media Arts areas.

Articulation Agreements

Confederation College has agreements in place that permit credits earned throughout this program to be transferred to programs at other colleges and universities.

Visit: confederationcollege.ca/articulation-agreements for more information.

First Semester

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

Second Semester

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

Third Semester

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

Fourth Semester

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

Fifth Semester

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

Sixth Semester

HR 600 Work Placement



Have questions? Want to apply?
Contact recruitment@confederationcollege.ca

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NOTE: Content subject to change. Visit the program website for the most current information.



confederationcollege.ca/humanresourcesadmin

This is **LEARNING**

