

Business Administration – Human Resources

Program Code: 2709

2719 (co-op)

Program Length: 3 years/6 semesters (2709)

3 years/9 semesters (2719)

Credential: Ontario College

Advanced Diploma

Start: Fall, Winter, Summer

Campus: Progress

416-289-5000 ext. 2280

business@centennialcollege.ca

Program Overview

Human Resources Management (HRM) involves developing policies, procedures and programs to ensure that an organization has an adequate number of people with the right knowledge, skills and abilities to achieve its objectives. When HRM is aligned with the strategic goals and objectives of an organization, it becomes a strategic partner in the management of the organization.

Centennial College's unique approach incorporates current trends in the strategic management of human resources, the affirmation of diversity and human rights and the promotion of positive union/management relations. You will develop expertise in all major areas of human resource management such as human planning, recruitment, selection, orientation, employee training and development, occupational health and safety, compensation and benefits, employee relations, labour relations and human resource management systems.

The program emphasizes the ability to analyze and interpret financial and accounting information for decision-making purposes. Legal issues are covered from a proactive, rather than compliance, perspective. Finally, the use of integrated human resource systems software and computer skills to manage information and support decision-making is taught.

CO-OP

This program offers an optional co-op component. Academically-qualified students can enhance their education by working three terms as paid employees in the field. This experience not only allows you to put classroom learning into practice, but also provides valuable contacts for future careers.

BENEFITS

PROGRAM HIGHLIGHTS

- continued growth in human resources management provides exciting employment opportunities
- common first three semesters gives you a good overview of business before specialization
- the option exists for one-year paid co-op work experience (please see program code 2719)
- microcomputer training is provided in popular business software such as Excel, Access and SAP
- the advanced diploma that is earned is recognized in Canada and abroad, reflecting high standards of learning
- qualified students are eligible to earn the Certified Human Resources Professional (CHRP) designation granted by the Human Resources Professional Association (HRPA) of Ontario
- students may also pursue a professional designation in Payroll from the Canadian Payroll Association (CPA). A graduate certificate in Payroll Management is offered on a full-time basis through the School of Business.

EDUCATIONAL PARTNERS

Qualified graduates may be eligible to participate in an articulated program with selected universities, institutes and professional associations. These partnerships allow graduates to apply academic credit towards further study.

Our educational partners include:

- Athabasca University, Administration degree
- Royal Roads University, Commerce degree
- Ryerson University, Business Management degree
- University of Lethbridge, Management degree

GLOBAL CITIZENSHIP AND EQUITY PORTFOLIO

Students in this program will develop a portfolio documenting their engagement with the College's signature global citizenship and equity competencies. For more information on Global Citizenship and Equity, the GC&E Portfolio, and the supports available to you, please see page i.

ADMISSION REQUIREMENTS

Centennial College expects students applying for admission to certificate or diploma programs to present at minimum an Ontario Secondary School Diploma (OSSD) or equivalent or be 19 years of age or older. Possession of minimum admission requirements does not guarantee admission to the program.

ACADEMIC REQUIREMENTS

- compulsory English 12C or U, or skills assessment or equivalent
- math 11C, M or U, or 12C or U, or skills assessment or equivalent

CO-OP REQUIREMENTS

- completion of employment pre-placement
- completion of eight out of 10 courses in semesters 1 and 2
- minimum C grade in COMM-170/171
- a minimum GPA of 2.5

GRADUATION REQUIREMENTS

- minimum C grade average is required for graduation with an overall minimum GPA of 2.0

PROGRAM OUTLINE

Semester 1

BUSN-110	Strategies for Business Success
BUSN-119	Business Fundamentals
COMP-106	Microcomputer Applications Software 1
MATH-106	Mathematics of Finance
COMM-160/161	College Communications 1/(ESL)

Semester 2

ACCT-112	Financial Accounting 1
BUSN-129	Business Operations
COMP-126	Microcomputer Applications Software 2
COMM-170/171	College Communications 2/(ESL)
GNED-500	Global Citizenship: From Social Analysis to Social Action

Semester 3

BUSN-210	Career Exploration
BUSN-333	Business Communications
HRMT-301	Human Resource Management
INTL-220	International Business Concepts
MKTG-116	Principles of Marketing
GNED	General Education Elective
COOP-221	Employment Pre-placement (2719)

Co-op Work Term 1 (2719)

Semester 4

BUSN-226	Business Analysis
ECON-302	Economics for Business & Management
HRMT-302	Recruitment and Selection
HRMT-312	Employee Training & Development
HRMT-318	Payroll
GNED	General Education Elective

Co-op Work Term 2 (2719)

Semester 5

BUSN-350	Business Ethics
HRMT-307	Human Resource Planning
HRMT-308	Labour Relations
HRMT-309	Human Resource Management Systems
HRMT-310	Occupational Health and Safety
ELECT	Professional Business Option

Co-op Work Term 3 (2719)

Semester 6

BUSN-221	Organizational Behaviour
HRMT-306	Employment Law
HRMT-311	Compensation and Benefits
HRMT-317	Managerial Accounting for HRM
ELECT	Professional Business Option
JOBS-221	Job Search Skills (2709)

Note: Students will be placed in the appropriate English and math levels based on skills assessment results. This may lead to additional courses and require extra time and fees.