

BUSINESS ADMINISTRATION DIPLOMA PROGRAM, HUMAN RESOURCES MAJOR COURSE LIST **EFFECTIVE FALL 2018**

All courses in the Business Administration Diploma Program must be completed within five years of the original start date. Subject to change

Course Name:		Course Credit Weight:	Availability: course delivery:	Availability: course delivery:	Availability: course delivery:	Availability: course delivery:	Pre-requisites:	Completion Checklist:
please note, courses are listed in the recommended program progression order and term		*A full-time course load is 9 credits or more*	C-classroom O- Online B-Blended	C-classroom O- Online B-Blended	C-classroom O- Online B-Blended	C-classroom O- Online B-Blended	A course that a learner must pass or other condition that must be met before registering in a more advanced course.	(for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*
Recommended Term:	Course Code:		Fall 2018	Winter 2019	Spring 2019	Fall 2019		
CORE COURSES								
1 or 2	ACCT1103	Introduction to Financial Accounting	3 credits	C,O	C,O	C,O	C,O	
1 or 2	HRES1101	Organizational Behaviour	3 credits	C,O	C,O	C,O	C,O	
1 or 2	HRES2201	Introduction to Human Resources	3 credits	C,O	C,O	C,O	C,O	
1 or 2	MGMT1101	Introduction to Management (online only)	3 credits	O	O	O	O	
1 or 2	MGMT1102	Corporate Social Responsibility	3 credits	C,O	C,O	C,O	C,O	
1 or 2	MGMT1201	Business Communication	3 credits	C,O	C,O	C,O	C,O	
1 or 2	MGMT1401	Microeconomics	3 credits	C,O	C,O	C,O	C,O	
1 or 2	MGMT1601	Business Law	3 credits	C,O	C,O	C,O	C,O	
2	MGMT2401	Macroeconomics	3 credits	C,O	C,O	C,O	C,O	MGMT1401
1 or 2	MKTG1101	Introduction to Marketing	3 credits	C,O	C,O	C,O	C,O	
3 or 4	MGMT2998	Business Strategy	3 credits	C,O	C,O	C,O	C,O	ACCT1103 or ACCT1101, MGMT1101, MKTG1101
1, 2, 3 or 4	Open elective	Any 2000 Level Course in the Business Administration Program	3 credits					
HUMAN RESOURCES MAJOR COURSES								
3 or 4	HRES2101	Change Management	3 credits	C	C	O	C	
3 or 4	HRES2202	Recruitment & Selection	3 credits	O	C,O	O	O	HRES2201
3 or 4	HRES2203	Compensation & Benefits	3 credits	O	C,O	O	O	HRES2201
3 or 4	HRES2301	Employment Law	3 credits	C,O	O	O	C,O	
3 or 4	HRES2302	Labour Relations	3 credits	O	C,O	O	O	HRES2201
3 or 4	HRES2303	Occupational Health and Safety	3 credits	C,O	O	O	C,O	
3 or 4	HRES2401	Employee Learning and Development	3 credits		C		O	
3 or 4	MGMT2801	International Business	3 credits	C,O	C,O	O	C,O	
CO-OP EXPERIENCE (Optional)								
Recommended Term:	Course Code:	Course Name:	Course Credit Weight:	Availability: course delivery:	Availability: course delivery:	Availability: course delivery:	Availability: course delivery:	Completion Checklist:
please note, courses are listed in the recommended program progression order and term				C-classroom O- Online B-Blended	C-classroom O- Online B-Blended	C-classroom O- Online B-Blended	C-classroom O- Online B-Blended	(for Learner use) *please refer to the Program Content Guide for program progression and completion requirements*
Fall 2018	Winter 2019	Spring 2019	Fall 2019	Pre-requisites:				
1	TOWES	Test of Workplace Essential Skills	0 credits	O	O	O	O	
2, 3, or 4	ADMN9998	Employment Preparation	0 credits (\$150)	O	O	O	O	Completion of 30 program credits in the Business Administration Diploma program
3, 4, or 5	COOP9998	Co-op Work Experience	0 credits (\$450)	Available to students who secure a work position.				*Minimum 3.0 GPA *Achieve a B or higher in MGMT1201 Business Communication *Complete Test of Workplace Essential Skills (TOWES) *Complete Co-op Application Process *Complete 30 program course credits *Complete Employment Preparation Course (ADMN9998) *Receive departmental approval

PART-TIME STATUS: 6 CREDITS OR LESS FULL-TIME STATUS: 9 CREDITS OR MORE MAXIMUM CREDITS ALLOWED PER TERM: 15

Revised: October 18, 2018