

- Curriculum Planner -
B144 – Business Administration: Human Resources
Start Date: 2021 – 2022

SEMESTER 1		
Course Code	Courses (Mandatory)	Pre-requisite
BUS 1038	Business Concepts I	NONE
COMM 1007	College English	NONE
COMP 1010	Business Computer Applications I	NONE
HRM 1029	Principles of Human Resource Management I	NONE
MARK 1020	Principles of Marketing I	NONE
MATH 1008	Math for Business & Management I	NONE

SEMESTER 2		
Course Code	Courses (Mandatory)	Pre-requisite
ACCT 1036	Principles of Accounting	NONE
BUS 1040	Project Management	NONE
COMM 1034	Professional Communications I	COMM 1007
HRM 2004	Human Resources Info Systems	HRM 1029 & COMP 1010
HRM 1030	Principles of Human Resource Management II	HRM 1029
MATH 1095	Math for Business & Management II	MATH 1008

SEMESTER 3		
Course Code	Courses (Mandatory)	Pre-requisite
ACCT 2031	Managerial Accounting	ACCT 1036
HRM 2002	Training & Development**	HRM 1030
PSY 1129	Organizational Behaviour	NONE
STAT 1012	Business Statistics	MATH 1095
GHUM 1087	Successful Social Relations	NONE
HRM 2003	Recruitment and Selection	HRM 1030

SEMESTER 4		
Course Code	Courses (Mandatory)	Pre-requisite
ECON 1034	Introduction to Economics	NONE
HRM 2021	Compensation	HRM 1029
HSAF 1001	Workplace Health & Safety	HRM 1030
LAW 1006	Employment and Human Rights Law	HRM 1030
STS 1037	Career Planning & Development	NONE
Select One Business Elective		

SEMESTER 5		
Course Code	Courses (Mandatory)	Pre-requisite
HRM 2027	Coaching for Effective Performance Management **	HRM 1029
HRM 2023	Labour Relations	HRM 1030
Select Two Business Electives		
Select Two General Education Electives		

SEMESTER 6		
Course Code	Courses (Mandatory)	Pre-requisite
HRM 2005	Human Resources Planning	HRM 1030
Select Four Business Electives		
Select One General Education Elective		

Note: Students interested in pursuing a degree program are recommended to take Microeconomics and/or Macroeconomics as a Business Elective.

Note: Our applicable HR courses have been approved by The Human Resources Professional Association of Ontario (HRPA) and students may choose to pursue an HRPA designation offered by them.

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In order to graduate from the **B144 program**, you need to complete **36 courses**: **25** Mandatory courses, **7** Business Electives, **1** Mandatory General Education course and **3** General Education Electives.

Depending on the results of your placement tests, you may be required to take COMM 1003 (English Skills) or CESL 1003 (English Skills-ESL) before progressing to COMM 1007. Similarly, you may be required to take MATH 1027 (Business Math with Remediation) before progressing to MATH 1008. COMM 1003/CESL 1003 and MATH 1027 do not count towards the **36** courses required for graduation, and **you will be charged for these extra courses**. Please speak to the Business Office staff if you need any assistance.

General Education Courses (Semester Three, Five, and Six): You must complete **4** General Education courses. **1** mandatory (“Successful Social Relations” - GHUM 1087) and **3** chosen from at least **2** of the following categories: Social Sciences (GSSC), Arts and Humanities (GHUM) or Science and Technology (GSCI).

You are required to make up any failed or dropped courses before you are eligible to graduate. You can make up these courses during the day, and some are offered in the evening through Continuing Education. Please check with the Business Office staff to ensure that the continuing education courses are equivalent to what is taught in the full-time program. Note that some courses may not be offered in every semester. Our staff can assist you in any special timetable requirements you may have.

Business Electives (Semester Four, Five, and Six):

Course Code	Business Electives	Pre-requisite
BUS 1041	Small Business Management	BUS 1038
BUS 1044	Business Law	None
BUS 1067	Field Education	By application only – applications available in SJC 103 & SJA 313A
BUS 1084	Payroll Compliance Legislation ***	None
BUS 1085	Payroll Fundamentals 1 ***	BUS 1084
BUS 1086	Payroll Fundamentals 2 ***	BUS 1085 & ACCT 1036
BUS 3015	Applied Business Planning	ACCT 2031, MARK 1020, MATH 1008 & HRM 1030
CMMK 1114	Business Research & Report Writing	COMM 1034
CMMK 1127	The Business Media in Canada	COMM 1034
CMMK 1156	Talking Business	COMM 1034

Course Code	Business Electives	Pre-requisite
COMP 1113	Principles of E-Business	COMP 1010
COMP 1115	Business Computer Applications II	COMP 1010
ECON 1031	Microeconomics	None
ECON 1032	Macroeconomics	None
HRM 2028	Training Design & Delivery**	HRM 2002
HRM 3005	International Human Resources Management	HRM 1029
HRM 2030	Field Based Advanced Coaching	HRM 2027 and by interview only
MARK 2053	Negotiation Skills	NONE
MGMT 2026	The Successful Project Manager	BUS 1040
MGMT 4009	Operations Management	MATH 1095

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****Training & Development Stream (TDS)**

For those students wishing to gain further knowledge and practical experience in training and development, they may pursue an optional stream in this area. Upon successful completion of the Training and Development Stream, students may choose to pursue the Certified Training and Development Professional Designation (CTDP) offered through The Institute of Performance and Learning.

Course Code	Courses	Pre-requisite
HRM 2002	Training & Development	HRM 1030
HRM 2028	Training Design & Delivery	HRM 2002
HRM 2027	Coaching for Effective Performance Management	HRM 1029

***** Payroll Practitioner Stream**

The Payroll Practitioner Stream (PPS) is an optional stream for students interested in gaining additional knowledge and practical experience in the area of Payroll Administration. Upon successful completion of the Payroll Practitioner Stream, students may choose to pursue the Payroll Compliance Practitioner (PCP) designation offered through The Canadian Payroll Association (CPA).

Course Code	Courses	Minimum Grade for CPA	Pre-requisite
BUS 1084	Payroll Compliance Legislation*	65% (C)	None
BUS 1085	Payroll Fundamentals 1*	65% (C)	BUS 1084
ACCT 1036	Principles of Accounting	65% (C)	None
BUS 1086	Payroll Fundamentals 2*	65% (C)	BUS 1085 & ACCT 1036

*Additional costs through the Canadian Payroll Association are required.