

Business Administration Human Resources - Ontario College Advanced Diploma

Program of Study 2021/2022

- Students starting in the 2021/2022 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies prior to the 2021/2022 academic year, please contact the Centre for Professional and Part-time Learning at 905-721-3052 or ppl@durhamcollege.ca to obtain the Program of Study that applies to your particular start date.
- You will have a maximum of 19 semesters (6 years & 1 semester) from the start date of your first course to complete this diploma.
- Upon successfully completing the courses below and any additional program specific requirements, you may apply to graduate by visiting the [Centre for Professional and Part-time Learning Convocation webpage](#).
- Not all courses are available every semester. Please visit the [Program webpage](#) to view current course availability.
- Tip: Monitor your progress by entering your marks and completion dates in the column provided below.

Required Courses (suggested sequence of study)

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Accounting I	Online	ACCT 1280	N/A	ACCT 1200	
Business Computer Applications I	Online	COMP 1289	N/A	COMP 1209	
Financial Planning	Online	FIN 1289	N/A	FINC 1100	
H.R. Management Principles	Online	HRM 1283	N/A	HURM 1100 & HURM 1200	
Marketing I	Online	MKTG 1280	N/A	MKTG 1200	
Supply Chain Management	Online	SCMT 1280	N/A	SCMT 1200	
Communication Foundations	Online	COMM 1884	N/A	N/A	
Business Computer Applications II	Online	COMP 2289	N/A	COMP 2209	
Organizational Behaviour for HR Professionals	Online	HRM 3281	N/A	HURM 1201	
Dispute Resolution	Online	HRM 2282	N/A	HURM 1202	
Business Mathematics	Online	MATH 1282	N/A	MATH 1202	
Communications for Business II	Online	COMM 3282	COMM 1884	COMM 3202	
Computer Applications for HR Professionals	Online	COMP 3282	COMP 2289	COMP 2205	
Recruitment & Selection	Online	HRM 2284	HRM 1283	HURM 2100	

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Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Training & Development	Online	HRM 4280	HRM 1283	HURM 2101	
Statistics	Online	STAT 2280	N/A	STAT 2200	
Economics I (Macroeconomics)	Online	ECON 1280	N/A	ECON 1200	
Critical Thinking and Ethics for HR	Online	ETHC 2281	N/A	ETHC 2201	
Occupational Health & Safety	Online	HLTH 3280	N/A	HLTH 3200	
Introduction to HRIS	Online	HRS 2280	N/A	HURM 2200	
Data Analytics for HR	Online	HURM 2281	N/A	HURM 2201	
Employment Law	Online	LAW 1284	N/A	LAWW 2201	
Labour Economics	Online	LABR 1281	N/A	ECON 3201	
Compensation Management	Online	HRM 3280	HRM 1283	HURM 3101	
Human Resources Planning	Online	HRM 3284	HRM 1283	HURM 3102	
Organizational Change and Leadership	Online	HRM 3285	HRM 1283	MGMT 3101	
Project Management, Introduction	Online	PROJ 1280	N/A	PROJ 3201/4202/6101	
Managerial Accounting for HR	Online	ACCT 2281	ACCT 1280	ACCT 3202	
Access Introduction	Online	WIND 1282	N/A	COMP 3209	
Employee and Labour Relations	Online	HRM 2280	LAW 2280	HURM 3201	
Organizational Design	Online	HURM 3282	HRM 1283	HURM 3202	

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Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
Field Placement & Seminar	Online	FWKH 6252	All course requirements completed	FDPL 3102 / BHRM 3200	
General Education Elective Courses <u>3 required</u>	Please view the General Education Elective Course List for this program.				
*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study					