

### Business Human Resources - Ontario College Diploma

#### *Program of Study 2020/2021*

- Students starting in the 2020/2021 academic year (September - August) must follow the Program of Study shown below.
- If you began your studies prior to the 2020/2021 academic year, please contact the Centre for Professional and Part-time Learning at 905-721-3052 or [ppl@durhamcollege.ca](mailto:ppl@durhamcollege.ca) to obtain the Program of Study that applies to your particular start date.
- You will have 13 semesters (4 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
<b>Accounting I</b>	Online	ACCT 1280	N/A	ACCT 1200 or ACCT 1210	
<b>Business Computer Applications I</b>	Online	COMP 1289	N/A	COMP 1209	
<b>H.R. Management Principles</b>	Online	HRM 1283	N/A	HRM 1200 & HRM 2200	
<b>Marketing I</b>	Online	MKTG 1280	N/A	MKTG 1200	
<b>Supply Chain Management</b>	Online	SCMT 1280	N/A	SCMT 1200	
<b>Communications for Business I</b>	Online	COMM 2284	N/A	COMM 2204	
<b>Business Computer Applications II</b>	Online	COMP 2289	N/A	COMP 2209	
<b>Economics I (Macroeconomics)</b>	Online	ECON 1280	N/A	ECON 1200	
<b>Human Resources Management II</b>	Online	HRM 2281	HRM 1283 or HRM 1253 or HRM 1200	HRM 2200	
<b>Business Mathematics</b>	Online	MATH 1282	N/A	MATH 1202	
<b>Communications for Business II</b>	Online	COMM 3282	COMM 2284/ 2254/ 2294/2204	COMM 3202	
<b>Recruitment &amp; Selection</b>	Online	HRM 2284	HRM 1283/1253/ 1293/1200	HRM 2204	

## Centre for Professional and Part-time Learning

Course Name	Course Codes		Pre-requisite(s)*	Day School Equivalent	Completion Date & Mark
<b>Training &amp; Development</b>	Online	HRM 4280	HRM 1283/1253/ 1293/1200	HRM 3203 or 4200	
<b>Introduction to HRIS</b>	Online	HRS 2280	N/A	HRM 2200	
<b>Statistics</b>	Online	STAT 2280	N/A	STAT 2200	
<b>Computer Applications for HR Professionals</b>	Online	COMP 3282	COMP 2289/2251/2209	COMP 2205	
<b>Occupational Health &amp; Safety</b>	Online	HLTH 3280	N/A	HLTH 3200	
<b>Dispute Resolution</b>	Online	HRM 2282	N/A	HRM 1111	
<b>Organizational Behaviour for HR Professionals</b>	Online	HRM 3281	N/A	HRM 2203	
<b>HR Seminar Series</b>	Online	TBD	TBD	HRM 4000	
<b>Employment Law</b>	Online	LAW 1284	N/A	LAW 1217	
<b>General Education Elective Courses 3 required</b>	Please view the <a href="#">General Education Elective Course List</a> for this program.				
<b>*Courses without a pre-requisite(s) can be taken at anytime during your Program of Study</b>					