

Confederation College is located in the city of Thunder Bay, a culturally diverse community that serves as the education and government hub of northwestern Ontario. Located in the heart of one of the finest outdoor recreation and tourism destinations in Canada, Confederation College students enjoy the benefits of living and learning in a community that provides a rich lifestyle right at your doorstep.

At Confederation College we change lives through learning. We are committed to meeting the needs of our learners, employers and communities, and we are here to help you succeed in meeting your life goals. To arrange for a Thunder Bay campus tour call (807) 475-6110 or [book a tour online](#).

CAMPUSES

[Thunder Bay »](#)

1450 Nakina Drive
P.O. Box 398
Thunder Bay, ON
Canada P7C 4W1

[Dryden »](#)

[Fort Frances »](#)

[Geraldton »](#)

[Kenora »](#)

[Marathon »](#)

[Red Lake »](#)

[Sioux Lookout »](#)

[Wawa »](#)

ADMISSIONS

The minimum admission requirement for a postsecondary program is an Ontario Secondary School Diploma, or its equivalent, with minimally 2 senior credits at the college, college/university or university preparation level. Some programs have additional admission requirements. For specific admission requirements, please see the program descriptions included in this publication, visit the [Admissions website](#) or contact our Admissions Office at (807) 475-6213.

SERVICES FOR PROSPECTIVE STUDENTS

Click the title to visit Department webpage:

Admissions & Recruitment »	(807) 475-6213
Career & Placement Services »	(807) 475-6193
Centre for Continuing Education »	(807) 475-6550
Counselling Services »	(807) 475-6110
Distance Education »	1-800-563-9435
Financial Aid »	(807) 475-6637
Fitness Centre »	(807) 475-6239
General Inquiry »	(807) 475-6110
Health Centre »	(807) 475-6169
International Students »	(807) 475-6175
Learning Centre »	(807) 475-6618
Library Learning Commons »	(807) 475-6219
Negahneewin College of Academic & Community Development »	(807) 475-6465
Oshki Anishnawbeg Student Assoc. »	(807) 475-6314
Registration Services »	(807) 475-6265
Residence/Housing »	(807) 475-6381
Student Union »	(807) 475-6226

Business Administration - Human Resources

Human Resources Management is one of the 'hot' careers in Canadian business in the new millennium. Modern business and industry strive to effect efficiencies to improve profits. This process not only includes technological advances, but pays close attention to effective use of human resources as well. This sensitive and complex area of study examines the way in which modern businesses manage their people to ensure job satisfaction, staff development, and cordial employee-employer relationships, while ensuring a positive effect on the 'bottom line'.

The Business Administration - Human Resources Diploma Program provides intensive and extensive labour-management studies and includes a four-month work placement in the sixth semester. It is designed to provide these career-motivated personnel the necessary training to meet the challenge of our complex industrial society.

Students graduating from the three-year Business Administration-Human Resources Diploma Program are eligible (subject to some grade level requirements) to write the National Knowledge Exams under the auspices of the Human Resources Professional Association (HRPA). For further information regarding the Certified Human Resources Professional (CHRP) visit <http://www.hrpa.ca>

Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels.
- or successful completion of the Mature Student Assessment
- or appropriate credits from Academic and Career Entrance program (ACE).

If you do not meet these admission requirements, we encourage you to consider the [College Access](#) or [General Arts and Science Certificate or Diploma programs](#); if you successfully complete one of these programs, you will be eligible to apply to programs in the [Business](#), [Hospitality](#) and [Media Arts](#) areas.

FIRST SEMESTER

Course Number	Title	Credits
AC 102	Introductory Accounting I	3
CS 007	Persuasive Writing	3
HR 131	Human Resources I	3
MA 132	Business Mathematics Fundamentals	3
MC 155	Microsoft Office 2007 Applications	3
MK 114	Marketing Essentials	3
	Total	18

SECOND SEMESTER

Course Number	Title	Credits
AC 202	Fundamental Accounting Principles	3
CS 220	Business Communications	3
HR 232	Interpersonal Business Dynamics	3
HR 304	Training	3
HR 414	Human Rights in Employment	3
GE ...	General Education Elective	3
	Total	18

THIRD SEMESTER

Course Number	Title	Credits
EN 400	Entrepreneurship	3
GB 317	Business Law & Ethics	3
HR 306	Occupational Health and Safety	3
HR 313	Labour Relations Law	4
HR 314	Compensation and Benefits Administration	4
GE ...	General Education Elective	3
	Total	20

FOURTH SEMESTER

Course Number	Title	Credits
HR 419	Human Resources Information Systems	3
EC 302	Principles of Economics	3

Course Number	Title	Credits
HR 401	Collective Bargaining	3
AC 454	Finance I	3
HR 620	Managerial Accounting	3
GE ...	General Education Elective	3
	Total	18

FIFTH SEMESTER

Course Number	Title	Credits
GB 500	Statistics	3
HR 405	Employment Recruitment & Selection	3
HR 501	Grievance Procedures & Arbitration	3
HR 506	Employment Equity/Pay Equity Law	3
HR 521	Human Resources Planning	3
HR 524	International Human Resources	3
	Total	18

SIXTH SEMESTER

Course Number	Title	Credits
HR 600	Work Placement	36
	Total	36



Course Descriptions

Introductory Accounting I

AC102

This course is an introduction to accounting. Students will examine the topics of recording and summarizing transactions, preparing worksheets, preparing adjusting and closing entries, and preparing financial statements for service and merchandising concerns. Students will apply their knowledge of basic accounting procedures to make financial business decisions.

Fundamental Accounting Principles

AC202

This course is a continuation of Introductory Accounting I. The student will apply accounting principles to cash and short-term investments, receivables, inventory, non-current assets and current liabilities.

Finance I

AC454

This course examines the goals and objectives of financial management with emphasis on decision making. Topics relate to financial statement analysis, operating and financial leverage and working capital management. If you would like to take this course from home (Virtual College) please contact us at 475-6550. Contact the bookstore to purchase the required text at 474-6225.

Persuasive Writing

CS007

With a thematic focus on current issues, this course will help learners to express themselves clearly, correctly and persuasively in written form. Learners will also engage in analytical reading and critical thinking through assigned readings and discussions on a variety of topics. The course will also help learners to effectively compile and present research in essay form according to the APA style of documentation.

Business Communications

CS220

In this course, students will enhance their business writing skills to produce letters, memoranda, and informal reports. They will combine collaborative methods with advanced research, written and oral skills to produce and present a major formal report.

Principles of Economics

EC302

This course introduces the student to essential principles of economics. Students examine the basic economic theories of supply and demand, the role of government, economic indicators, money and banking, monetary and fiscal policies, international trade, and the operation of markets.

Entrepreneurship

EN400

This course has been designed to provide the student with a thorough comprehension of the entrepreneurial process as it relates to business start-up. Students will examine various entry paths to an entrepreneurial career and the rewards and challenges associated with those options. Students will learn how to identify and assess business opportunities and ideas as well as prepare business plans for the start-up of a business venture.

Business Law & Ethics

GB317

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases.

Statistics

GB500

This course has been designed to introduce students to descriptive and inferential statistics. Students will analyze and interpret frequency distributions, charts and graphs, statistical data, probabilities, sampling methods, central limit theorem, confidence intervals, one-sample tests of hypothesis, goodness-of-fit tests and contingency tables. Excel-MegaStat will be used to generate the quantitative and qualitative statistical information.

Human Resources I

HR131

Organizations depend on the effective management of its human resources to achieve optimum results. In this course, you will learn how proper recruitment/selection strategies and training and development methods maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. You will investigate a variety of employment, and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

Interpersonal Business Dynamics

HR232

The field of organizational behaviour examines human behaviour in organizations. Students will assess the impacts of human behaviour on organizational performance through the study of personal values and perceptions, motivational techniques, effective utilization of teamwork, conflict resolution options, negotiation processes, leadership styles, approaches to decision making, options for organizational structure, and change management. They will be able to predict potential impacts of human resources policies and practices on employee behaviour as well as recommend management practices to effectively address specific employee behaviours.

Training

HR304

This course emphasizes the importance of an organization's human capital in creating a competitive advantage. Students will examine and apply effective training design in the development of a training program. They will conduct a needs assessment and develop a training proposal. They will be introduced to adult learning theories and a variety of training methods including the application of technology in training programs. Students will also apply effective collaborative techniques that promote team cohesiveness and ensure the design and delivery of a high quality training program. An essential element of the course involves the development of a personal professional development plan.

Occupational Health and Safety

HR306

This course will introduce students to the purpose and history of occupational health and safety including accident causation and prevention and proactive health and safety maintenance techniques. Legislation governing occupational health and safety and Workers' Compensation are explained. The interrelationship between occupational health, employment, absenteeism, illness, and the concerns of labour management will be examined. Students will also consider the leadership role of HR professionals in occupational health and safety. An optional WSIB Certified Worker Phase 1 certificate is offered as part of this course.

Labour Relations Law

HR313

This course will introduce students to the legal framework of labour relations in Ontario and in Canada. They will examine the law of master and servant, the right to organize, the process of certification, collective bargaining, conciliation and mediation, and unfair labour practices. Students will also consider the rights and freedom to strike or lockout, the role of economic pressures, picketing, and associated regulations. They will also identify changes to legislation, practices, and case law.

Compensation and Benefits Administration

HR314

This course will introduce students to the human resources function of determining equitable compensation and benefits and how it relates to the attraction, retention, and motivation of qualified employees. Students will examine the philosophy and practical application of compensation and benefits administration. They will conduct a job evaluation to determine appropriate compensation and benefits. They will also consider the impacts of demographics, economics, government policies, organizational policies, and employee expectations on the overall compensation plan.

Collective Bargaining

HR401

This course will provide students with an in-depth examination of the collective bargaining process between management and labour. Emphasis is placed on the practical procedures to be followed in the collective bargaining process. These include strategies, tactics of persuasion, back-to-work protocol, and methods of costing the agreement. Special attention will be given to the definition and understanding of common clauses in a collective agreement and their significance to the parties.

Employment Recruitment & Selection

HR405

This course introduces students to employee recruitment and selection and its link to organizational strategy. They will examine human resources strategies for identifying and selecting employees with the knowledge, skills, abilities and other attributes that will contribute to the organization's short-term and long-term effectiveness. Students will be introduced to critical legal and socio-economic requirements related to this aspect of human resources management. They will practice using assessment tools and develop interviewing skills when producing a comprehensive recruitment and selection plan. They will also develop a personal resume and cover letter.

Human Rights in Employment

HR414

This course provides students with an in-depth study of legal principles and practices related to discrimination in employment. Students will examine prohibited grounds of discrimination regarding employment and the employer's obligation to accommodate in the absence of undue hardship. Also, they will consider strategies to deal with discrimination and harassment in the workplace and discuss the employer's responsibilities to ensure a harassment-free workplace.

Human Resources Information Systems

HR419

This course introduces students to computer technology applications that can enhance the management of human resources. They will examine a technology needs assessment, the software selection process, specific software applications for human resources purposes, system and data security, and analysis of human resources data from available reports. A significant part of the course involves hands-on use of human resources software.

Grievance Procedures & Arbitration

HR501

The course provides students with an understanding of the interrelationship between contract and grievance administration, the arbitration process, and collective bargaining. Students will recognize the grievance procedure as a tool for achievement of the critical labour relations function of attaining a peaceful and orderly settlement of day-to-day problems arising from the employer-employee relationship. The law and practices related to labour arbitration in Ontario and other jurisdictions will be studied through precedent cases.

Employment Equity/Pay Equity Law

HR506

This course will introduce students to pay equity and employment equity law. Pay Equity will focus mainly on the Ontario Pay Equity Act and emphasize maintenance of pay equity plans as well as Proportional Value and Proxy Comparisons. Employment Equity will examine current legislation such as the Federal Contractors program and the Federal Employment Equity Reporting Act. Students will also study various methodologies of critically auditing an organization for the purposes of employment equity.

Human Resources Planning

HR521

This course focuses on the role of human resources management in supporting organizational strategy. Students will examine human resources forecasting, planning, and assessment along with a variety of techniques for managing work force adjustments. They will be introduced to the role of human resources in creating a company's competitive advantage. Students will also study environmental scanning, management succession, human resources development, career planning, and the linkage between organizational strategy and its impacts on human resources management.

Work Placement

HR600

This four-month block placement with a large industrial or public sector establishment/union will provide the student with an opportunity to apply his/her theoretical knowledge and skills to the practical situation.

Managerial Accounting

HR620

This course explains the elements of the four financial statements; the balance sheet, the income statement, the statement of retained earnings, and the statement of cash flows. The managerial component covers budgeting and the balanced scorecard, break-even analysis and decision-making models.

Business Mathematics Fundamentals

MA132

This course is intended to review and develop basic mathematical and algebraic skills as preparation for other college level business courses and for use in future employment. Topics covered include basic numeric skills, integers, exponents, order of operations, percents, rates, ratios, basic and intermediate algebra and equations.

Microsoft Office 2007 Applications

MC155

This course introduces students to the use of Microsoft Office 2010 applications. Specifically, students will use basic and intermediate features of, Microsoft Word, Excel and PowerPoint to perform tasks commonly encountered in the workplace. A portion of this class will be independent study. Students must have access to a computer with Windows XP or greater and Microsoft Office 2010.

Marketing Essentials

MK114

This course introduces the student to current Canadian material on strategic marketing and research strategies. Students will explore and analyze consumer behaviour including social responsibility in marketing. Students will apply their knowledge in producing a marketing plan.
