

# Business Administration - Human Resources Management



<b>Program Locations:</b>	Peterborough
<b>Program Code:</b>	BAH
<b>Co-ordinator:</b>	Joanne Tully
<b>Credential:</b>	Ontario College Advanced Diploma
<b>Start Dates:</b>	September 04, 2012 · January 07, 2013
<b>Tuition Fees:</b>	\$1,864.70 per semester. Tuition and fees subject to change.

---

**The Human Resources Management program will provide you with the skills required to optimize the potential of employees, while maximizing your organization's effectiveness.**

## Program Highlights

Human Resources managers deal with such diverse and complex areas as:

- recruitment and selection
- orientation, training and development
- employment and pay equity
- employee and labour relations
- health and safety
- salary and benefits administration

In this six-semester program, you'll learn how to address all of them. In order to apply your knowledge, you'll acquire workplace experience, as well as perform numerous hands-on, in-class activities. You will be encouraged to join the Human Resources Professionals Association (HRPA), and attend monthly meetings of the local chapter. You will also have the opportunity to serve as a student volunteer at HRPA's annual conference -- a great opportunity to make valuable career and job contacts.

## Success Stories

*"As an employer in Peterborough, Fleming College is usually our first resource for many of our HR requirements. We have three Fleming graduates on our HR staff and we regularly bring in Fleming students to do their work placements or to come in and study our workplace practices as part of their projects. They are professional and have very practical HR knowledge that can be quickly adapted to the workplace. Having such a resource in the community is of great benefit to employers in the area, to the students and to the community."*

**Francine Piché, MBA, Director, Human Resources, Siemens Milltronics Process Instruments Inc.**

## Why Choose Fleming

Our Business Administration - Human Resources Management program offers:

- all of the HRP A - approved courses needed to qualify for the National Knowledge Exam, plus a variety of other courses to round out your education
- a smaller, more personalized setting than you'd find elsewhere.

This program will prepare you for a career in today's ever-changing world. The **EDGE** focus within the Faculty of Business, Computing and Hospitality is founded on 4 principles:

- **Environmental Responsibility:** Learn how to contribute to a sustainable future. Ensure your career leaves a green footprint.
- **Diversity:** Work with a variety of people from faculty, administration, students and members of the community. Learn how to be creative and innovative.
- **Global Perspective:** Learn to compete on a level playing field in the global market.
- **Experience:** Gain real experience in your field through case studies, simulations, placements and applied projects.

Develop your **EDGE** at the Faculty of Business, Computing and Hospitality.

## Work Experience

You'll participate in a collective bargaining simulation, analyze your performance conducting a video-taped selection interview, develop a recruitment campaign for a real-world job, develop and deliver a training program and analyze a job and develop a job description. You will also complete two 70-hour field placements.

## Is this You?

You'll need these traits and abilities to succeed in an HR career:

- an interest in people and in helping them achieve their potential
- excellent interpersonal skills
- good oral and written communication skills
- time-management skills
- conflict resolution skills

## Career Opportunities

As a Human Resources grad, there are plenty of career directions in the field for you to consider, such as:

- human resources assistant
- recruiter/staff trainer
- salary/benefits administrator
- employment/pay equity consultant
- health and safety co-ordinator
- labour relations co-ordinator
- employee relations specialist

You'll typically begin your career as a human resources assistant, working as a generalist, or in one of the areas of specialization. You could be employed by a wide variety of organizations, ranging from financial services and manufacturing to government and education.

## Minimum Admission Requirements

OSSD with the majority of credits at the College (C) and Open (O) level, including:

- 2 College (C) English courses (Grade 11 or Grade 12)
- 1 College (C) Math course (Grade 11)

When (C) is the minimum course level for admission, (U) or (U/C) courses are also accepted.

### **Recommended (but not required for admission):**

- Grade 12 College (C) Math

## Mature Students

If you are 19 years of age or older before classes start, and you do not possess an OSSD, you can write the Canadian Adult Achievement Test to assess your eligibility for admission. Additional testing or academic upgrading may be necessary to meet specific course requirements for this program.

**\* Students starting in January are required to attend classes over the summer semester.**

## Related Programs

If you attain an overall average of at least 70 percent in the courses that you take in nine HR specialization areas, with no mark less than 65 percent, you will be eligible to write the National Knowledge Exam, set by the Canadian Council of Human Resources Associations (CCHRA) and administered by HRP. Passing this exam is now a requirement to attain the Certified Human Resources Professional (CHRP) designation. The courses creditable for the exam include: Human Resources Administration; Financial Statements and the Finance Environment and Management Accounting, or Finance and Accounting; Occupational Health and Safety; Recruitment and Selection; Industrial Relations; Organizational Theory, Structure and Design; Compensation Administration; Human Resources Planning; and Training and Development.

## Additional Costs

Approximately \$1,000 per year for books and supplies.

## Transfer Agreements

We are committed to providing students and graduates with flexible options to get maximum recognition of their college studies. Through joint programs and transfer agreements with the following universities, you can apply the learning you acquire at Fleming College to earn a related degree in less time, and at less cost.

- Athabasca University
- Australian Catholic University National
- Griffith University, Queensland, Australia
- Lakehead University
- Laurentian University
- Northwood University

- Ryerson University
- Trent University
- University Canada West
- University of Lethbridge
- University of Lethbridge
- University of Ontario Institute of Technology
- University of Windsor

## Curriculum for Business Administration - Human Resources Management

### Semester 1

Code	Course Name	Hours
ORGB 3	Business Essentials - A Survival Course	45
COMM 78	College Communications for Business and Hospitality Professionals	37
ACCT 72	Introductory Accounting	45
COMP 345	Introductory Computing	45
MKTG 14	Marketing	45
MATH 11	Math Fundamentals for Business Studies	45

### Semester 2

Code	Course Name	Hours
MGMT 159	Cash and Investment Decisions	45
COMM 148	Communicating at Work for Business and Hospitality Professionals	45
MGMT 7	Human Resources Administration	45
INTL 4	International Trade	45
BUSN 20	Operations Management	45
ORGB 13	Developing Effective Teams	45

### Semester 3

Code	Course Name	Hours
ORGB 7	Contemporary Management Skills	45
ACCT 11	Finance and Accounting	60
ORGB 9	Negotiating Skills	45
MGMT 15	Occupational Health and Safety	45
MGMT 17	Recruitment and Selection	45
BUSN 13	Macroeconomics	45

## Semester 4

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
MATH 46	Business Statistics and Quantitative Methods	45
FLPL 144	Field Placement I (BAH)	70
MGMT 10	Industrial Relations	45
COMP 103	Intermediate Computer Applications	45
MGMT 20	Payroll Administration	45
ORGB 8	Effective Problem Solving	45
<b>Choose ONE of:</b>		
MGMT 66	Corporate Social Responsibility: Ethical Conduct of Business	45
COMM 31	Speaking Effectively to Groups	45

## Semester 5

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
BUSN 27	Career Search	45
COMM 6	Communications - Report Writing	45
MGMT 1	Compensation Administration	45
BUSN 21	Organizational Theory, Structure and Design	45
GENED	General Education Elective	
<b>Choose ONE of:</b>		
MKTG 5	Consumer Behaviour	45
MKTG 8	Effective Sales Techniques	45
BUSN 11	International Business	45
MKTG 20	Marketing Research	45
MKTG 107	Presentations and Creativity	45

## Semester 6

<b>Code</b>	<b>Course Name</b>	<b>Hours</b>
MGMT 139	Enterprise Resource Planning	45
FLPL 145	Field Placement II (BAH)	70
MGMT 8	Human Resources Planning	45
BUSN 18	Microeconomics	45
MGMT 18	Training and Development	45
<b>Choose ONE of:</b>		
MGMT 66	Corporate Social Responsibility: Ethical Conduct of Business	45
HOSP 52	Hotel Operational Training Simulation	45
COMM 31	Speaking Effectively to Groups	45

*Every attempt is made to ensure the accuracy of the information on our website and in our publications. The College reserves the right to modify or cancel any course, program, fee, timetable, or campus location at any time.*