

## PROGRAM INFORMATION

<b>Academic Year</b>	2024 - 2025
<b>Credential</b>	Ontario College Diploma
<b>Program Delivery</b>	Full-Time
<b>Duration</b>	2 Years
<b>Length</b>	4 Semesters
<b>Program Codes</b>	B114 - HL (Haileybury Campus) B113 - KL (Kirkland Lake Campus) B111 - PC (Timmins Campus) B115 - CK (Distance)

## DESCRIPTION

Join the team that is there for people. Thanks to the Human Resources program at Northern, you'll graduate ready to take on a leadership role in staffing, employee relations, performance management, and more. Year one focuses on Business Fundamentals. In year two, you'll move on to master what it takes to attract, retain, and motivate qualified talent. You'll get to know the legal framework of labour relations, human rights, and occupational health and safety. You'll learn how to support an organization's short and long-term goals through strategic recruitment. And, you'll be ready for the collective bargaining process. Along the way, you'll also hone your skills in communication, information technology and tactical persuasion - and even develop an effective training program that promotes leadership and collaboration.

## CAREER OPPORTUNITIES

- Entry-level career in a human resources related position in a variety of business settings
- Recruitment and selection
- Compensation
- Benefits administration
- Human Resources customer service
- Career planning and development

## VOCATIONAL LEARNING OUTCOMES

1. Participate in the recruitment, selection, and retention of employees.
2. Participate in performance management processes.
3. Participate in the planning, delivery, and evaluation of employee orientation, training, and development programs.
4. Contribute to an organization's success through effective employee relations.
5. Assist with the administration and communication of the organization's total compensation plan.
6. Participate in organizational health and safety policies and practices.
7. Apply current and emerging information technologies to support the human resource's function.
8. Implement organizational development strategies aimed at promoting organizational effectiveness.
9. Communicate human resources information accurately and credibly in oral, written, and graphic form.
10. Plan and act on personal professional development plans to achieve ongoing competence in human resources professional practice.

11. Identify the human resources component of a business plan.
12. Assist in the collection and analysis of human resources data.

## PROGRAM COURSES

The following reflects the planned course sequence for full-time offerings of the program. Programs at Northern College are delivered using a variety of instruction modes. Courses may be offered in the classroom or lab, entirely online, or in a hybrid mode which combines classroom sessions with virtual learning activities.

<b>Semester 1</b>		<b>Hours</b>
AC1034	Introduction to Financial Accounting	56
BU1103	Introduction to Human Resources	42
BU1363	Introduction to Business Concepts	42
CM1323	Professional Communications	42
IN1173	Computer Applications for Business I	42
MA1024	Business Math I	56
MR1073	Introduction to Marketing	42
 <b>Semester 2</b>		
AC2034	Financial Accounting II	56
BU3113	Organizational Behaviour	42
BU4033	Microeconomics	42
CM2303	Communications for the Workplace	42
GN1443	Indigenous Culture and Awareness	42
MA2024	Business Math II	56
MR2003	Marketing II	42
 <b>Semester 3</b>		
AC3044	Managerial Accounting	56
BU3014	Compensation and Benefits Administration	56
BU303	Labour Relations	56
BU3093	Human Rights in Employment	42
BU3103	Macroeconomics	42
	General Education Elective	42
GN3013	Occupational Health and Safety	42
 <b>Semester 4</b>		
BU4003	Business Law	42
BU4043	Collective Bargaining	42
BU4093	Human Resources Information Systems	42
BU4123	Recruitment and Selection	42
BU4133	Training	42
	General Education Elective	42

## PROGRAM PROGRESSION

The following reflects the planned progression for full-time offerings of the program.

### Fall Intake

Sem 1: Fall 2024  
Sem 2: Winter 2025  
Sem 3: Fall 2025  
Sem 4: Winter 2026

### Winter Intake

Sem 1: Winter 2025  
Sem 2: Summer 2025  
Sem 3: Fall 2025  
Sem 4: Winter 2026

## WORK INTEGRATED LEARNING OPPORTUNITIES

N/A

## ARTICULATION/TRANSFER AGREEMENTS

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program coordinator for specific details if you are interested in pursuing such an option. Additional information can be found at [Articulation Agreements](#).

## ADDITIONAL INFORMATION

When studies commence, you are automatically registered in Business Fundamentals, which is a common first-year business program for Northern College's two-year business programs in Accounting, Human Resources, Marketing, Global Business, Entrepreneurship and Technology, and Business studies. This program provides all nine core courses required to complete the Human Resources Professionals Association of Ontario's (HRPA) coursework requirement, the first step in obtaining the Certified Human Resources Professional (CHRP) designation. Graduates must maintain a minimum grade of 65% in each of the nine courses required by the HRPA and a minimum overall average of 70%.

## PROGRAM SPECIFIC REQUIREMENTS

N/A

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD)
- Grade 12 English (C, U)
- Grade 11 Math (C, U)
- Or equivalent

Academic prerequisites for this program may be obtained free of charge through [Academic Upgrading](#). Applicants who do not have a high school diploma or equivalent and will have reached the age of 19 years on or before the start of the program must undergo academic testing and may be required to complete [Prior Learning Assessment & Recognition \(PLAR\)](#) process to demonstrate equivalency of admission requirements prior to admission into a program. For more details, please contact the Admissions Office at 705-235-7222 or [admissions@northern.on.ca](mailto:admissions@northern.on.ca).

## Additional Requirements for International Students

In addition to the general admission requirements, international students must have proof of English Proficiency and meet the requirements below:

1. Proof of Senior High School Diploma/Certificate
2. English Proficiency (we will require one of the following):
  - IELTS Academic International English Language Testing System: minimum overall score of 6.0 must be achieved with no individual band score under 6.0; however, we will accept one band at 5.5.
  - TOEFL (Test of English as a Foreign Language): Computer-based overall minimum score of 79
  - PTE (Pearson Test of English) Academic – Graduate Diploma: 58+

If your country of citizenship has English as its official language, we may accept alternate proof of English Proficiency. All educational documents must be submitted in English and will be dependent on the country of citizenship. For more information, please contact [admissions@northern.on.ca](mailto:admissions@northern.on.ca).

## GRADUATION REQUIREMENTS

- 22 Program Courses
- 2 Communications Courses
- 3 General Education Courses

## GRADUATION ELIGIBILITY

To graduate from this program, a student must attain a minimum of 60% or a letter grade of CR (Credit) in each course in each semester unless otherwise stated on the course outline. Students should consult departmental policies and manuals for additional detail and exceptions.

## GRADUATION WINDOW

Students unable to adhere to the program duration of two years (as stated above) may take a maximum of four years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

## CONTACT INFORMATION

For questions about being admitted into the program, please contact Northern College Admissions at [admissions@northern.on.ca](mailto:admissions@northern.on.ca) or by phone at 705-235-3211 ext. 7222. For questions about the content of the program, contact the Program Coordinator.

Amanda Scammell, Program Coordinator  
Tel: 705-235-3211 ext. 2207  
Email: [scammella@northern.on.ca](mailto:scammella@northern.on.ca)

## COURSE DESCRIPTIONS

### Semester 1

#### **AC1034 Introduction to Financial Accounting**

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

#### **BU1103 Introduction to Human Resources**

In this course, students will learn how proper recruitment/selection strategies, 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. Students 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.

#### **BU1363 Introduction to Business Concepts**

In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

#### **CM1323 Professional Communications**

In this course, students will learn essential skills for success in college and the workplace. This course focuses on developing and strengthening oral and written communication skills, and critical thinking ability. During this course, students will engage in a variety of forms of communication with a focus on upholding the principles of academic integrity. Students will develop the skills necessary to create discipline-specific documents, practice business etiquette and professionalism, and apply critical thinking strategies to practical scenarios. Upon successful completion of this course, students will be able to plan and draft concise, coherent and well-organized writing assignments that are tailored to specific audiences and purposes.

#### **MA1024 Business Math I**

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing topics that include ratios, proportions and percentages, math of merchandising that include mark-ups and mark-downs, various payroll scenarios, and the evaluation and calculations using simple interest.

#### **MR1073 Introduction to Marketing**

This course is an informative introduction to marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's profitability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

## **IN1173 Computer Applications for Business I**

In this course, students will gain practical experience with Microsoft Excel for Windows. Excel will be used to prepare various reports, presentations and applications which directly correlate to the critical-thinking requirements of the workplace. Students will gain practical experience working with formulas and functions, developing, and enhancing financial reports, organizing data with charts, data lists, and tables, managing multiple work sheets, workbooks, and external data sources, developing macros, using conditional functions, working with financial tools and functions, and performing what-if analysis.

## **Semester 2**

### **AC2034 Financial Accounting II**

In this course, students will examine, in more depth, select assets and liabilities found on the balance sheet as well as learn to account for equity transactions involving partnerships. Assets examined include cash, accounts receivable, notes receivable, plant, property, and equipment and intangibles. Liabilities studied will include short- and long-term notes payable, warranty liabilities and payroll liabilities.

### **BU3113 Organizational Behaviour**

In this course, students will be introduced to managing and navigating organizational behaviour in a professional Canadian business environment, at the same time keeping in mind the increasingly interdependent nature of globalization. This course examines management and group dynamics from the manager as well as employee point of view, both in an professional setting. There is significant emphasis on how OB research into the area of workplace experience of managers and employees contributes to the productivity of the organization. The course brings in numerous examples of practical applications with the involvement of the learners from real-life situations and personal experiences to analyze the concepts discussed. There is also key emphasis on developing awareness towards corporate social responsibility and the relation between ethical practices and organizational behaviour.

### **BU4033 Microeconomics**

This course is designed to introduce the student to the study of economics, beginning with the field of microeconomics. The course will use scientific theory in order to better understand the relationship and consequence of economic and business decisions. Additionally, this course will use mathematical procedures in order to predict and practically use economic models in real world settings. As oppose to Macroeconomics, Microeconomics will focus on the effects of business decisions on an industry or a single business specifically. Topics include: supply and demand, elasticity, consumer choice, and production costs in the short and long run.

### **CM2303 Communications for the Workplace**

In this course, students will develop professional communication skills required for success in the workplace. Students will continue to develop and strengthen their oral and written communication skills and critical thinking abilities. During this course, students will use various modes of communication to complete assignments designed to meet program and professional expectations. Students will utilize a variety of technologies for the purpose of creating a professional presence in a digital environment. Students will develop the necessary skills to create polished workplace documents such as letters, resumes, cover letters and reports tailored to specific audiences. Students will learn to conduct themselves with professionalism in both workplace interviews and job searches. Upon successful completion of this course, students will be able to create clear, concise and coherent workplace and employment documents that are error-free and designed for specific audiences and purposes.

## **GN1443 Indigenous Culture and Awareness**

This general education course will provide students with an introduction to Canadian Indigenous Nations' history, sovereignty, land titles, cultural history and current critical issues. Topics addressed include the content of Indigenous rights, economic and social development, community and political processes, and business law and policies, justice & social services. Canadian Indigenous History and Relations is a general education course that has been incorporated into all programs at Northern College.

## **MA2024 Business Math II**

In this course, students will develop their business mathematics skills expanding them to compound interest scenarios that include single cash flows of future value and present value, ordinary simple annuities, ordinary general annuities, simple and general annuities due, deferred annuities, perpetuities and perpetuities due. Throughout the course, students will not only evaluate the requirements but also use their critical thinking skills to evaluate appropriate investments to make and aspects of a variety of loans to consider all in a business environment whether that be in the private, public or not-for-profit sectors of industries.

## **MR2003 Marketing II**

In this course, students will follow the accepted concepts of marketing, current marketing principles/practices, and their applications as functional decision-making management tools. Topics will include all aspects of product/service marketing and management, price determination and pricing strategies, distribution-related strategies, marketing communications strategies (including advertising, personal selling, sales promotions, event marketing and sponsorship, public relations and direct marketing) and non-profit marketing and global marketing. This course builds on the foundation of MR1073 Introduction to Marketing I. Students will continue to examine current Canadian material on marketing and determine strategies for developing new products and services that are consistent with evolving marketing needs and principles of sustainability. Students will apply their knowledge in producing a marketing plan where they will set marketing objectives, develop a marketing mix, along with developing marketing strategies. Budgetary considerations will be taken into account, and evaluation criteria identified. Students will also contribute to the development of pricing strategies and participate in conducting market research to provide information needed to make marketing decisions.

## **Semester 3**

### **AC3044 Managerial Accounting**

This course will cover the following concepts related to Managerial Accounting: Compare and contrast financial and management accounting. Apply costing concepts from a business point of view. Analyze cost behaviour as an aid to managers in making important decisions about future courses of action. Apply cost behaviour concepts as an important management accounting decision-making tool: cost-volume-profit analysis. Analyze the job-order costing model. Analyze activity-based costing. Compare and contrast variable versus absorption costing. Complete all components of a master budget. Calculate material, labor and overhead variances. Prepare an analysis for a variety of situations that will aid decision-making.

### **BU3014 Compensation and Benefits Administration**

In this course, students will be introduced 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.

### **BU3034 Labour Relations**

In this course, students will be introduced 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.

### **BU3093 Human Rights in Employment**

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.

### **BU3103 Macroeconomics**

In this course, students will discuss large-scale economic phenomena to gain an understanding of the role and relevance of economics in business studies. Students will examine the behaviours of individual nations in a global economics context. This course will present the Economic Problem and discuss such concepts as scarcity, choice, opportunity cost as well as efficiency & unemployment. You will examine demand & supply and understand how and why economists measure the economy, while learning about GDP, national income and inflation. Further, students will explore business cycles and the aggregate expenditures model. They will review explanations for such things as prices and output in aggregate demand and supply from a macroeconomics perspective. And finally, students will consider the federal government's fiscal policy, examine technological change, global trade, and the effect of tariffs.

### **GN3013 Occupational Health and Safety**

In this course, students will be introduced 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.

### **General Education Elective**

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

## **Semester 4**

### **BU4003 Business Law**

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. Students will outline the structure of the Canadian legal system, describe torts and professional liability issues, determine the requirements that form contracts, explain the circumstances that enforce contractual obligations, describe legislation and its function in the marketplace, outline the concepts of real and personal property, and relate Ideas and information laws as they apply to business.

### **BU4043 Collective Bargaining**

Students will be provided 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.

### **BU4093 Human Resources Information Systems**

In this course, students will be introduced 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.

### **BU4123 Recruitment and Selection**

In this course, students will be introduced 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.

### **BU4133 Training**

In this course, 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.

### **General Education Elective**

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.