



Business Administration Diploma with Human Resources Specialty

Graduates from this program are prepared with the skills needed to secure a position in the accounting sphere of both public and private sector offices.



Program Contents

- HR Strategic Roles
- HR Recruitment
- HR Performance Appraisals
- HR Employee/Employer Relationships
- HR International Issues
- HR Hiring and Training
- HR Management
- Business Communications
- Business & Accounting Applications
- Business Planning & Marketing
- Management Principles
- Micro/Macro Economics
- Windows Environment
- MS Office Suite

Admission Requirements

- Grade 12 (or equivalent) or Mature student status
- Successful completion of a literacy and logic test
- Good command of the English language

Duration

- 32 week program
- 25 hours/week

Tuition Cost

- \$8,285.00*

*Does not include books and other fees

Acquired Skills

- Human Resource functions
- Manual and computerized accounting
- Payroll administration
- Analytical abilities
- Business decision capabilities
- Advanced word processing and spreadsheet procedures using Word and Excel
- Proficiency managing e-mail using Outlook
- Building effective presentations using PowerPoint

Career Opportunities

- Human Resource Coordinator
- Compensation and Benefits Assistant
- Employee Relations Coordinator
- Industrial Relations Officer
- Wage Analyst Assistant
- Assistant Department Manager
- Business Manager Trainee
- Managing Supervisor Retail
- Retail Franchise Manager
- Retail Store Manager
- Small Business Manager

Location(s)

- Mississauga Campus**
- 190 Robert Speck Parkway
- Mississauga, ON L6Z 3K3
- Phone: 905•949•9400

Call Now & Start Your Success Today!