Graduate Certificate in 
HUMAN RESOURCES 
AND BUSINESS MANAGEMENT

The four semester (16-month) Graduate Certificate Human Resources and Business Management prepares students for a career as a Human Resources professional with basic business knowledge to enter or re-enter the workforce quickly. It is suitable for students who already hold another degree but want to acquire skills in business management and HR to complement their work experience and previous education.

Students may complete the Graduate Certificate in Human Resources and Business Management on either a full-time or part-time basis by completing the following courses:

**YEAR 1 – SEMESTER ONE**
- ADMN 1016 Introduction to Canadian Business
- ADMN 1126 Introductory Financial Accounting I
- ADMN 1206 Management Skills and Secondary Research Methods
- ADMN 2406 Social & Ethical Issues in Business
- ECON 1006 Introduction to Microeconomics

**YEAR 1 – SEMESTER TWO**
- ADMN 1207 Quantitative Management Decision-Making
- ADMN 1306 Commercial Law
- ADMN 2017 Managing the Not-For-Profit Organization
- ADMN 2556 Finance and Accounting for Non-business Majors
- ECON 1007 Introduction to Macroeconomics

**YEAR 2 – SEMESTER THREE**
- ADMN 2906 Occupational Health & Safety Management
- ADMN 3126 Marketing Concepts
- ADMN 3136 Organizational Behaviour
- ADMN 3216 Recruitment and Selection
- ADMN 4896 Current Topics I

**YEAR 2 – SEMESTER FOUR**
- ADMN 2916 Compensation
- ADMN 2926 Training and Development
- ADMN 3137 Management of Human Resources
- ADMN 3206 Human Resource Planning
- ADMN 4976 Industrial and Labor Relations in Canada

**CHRP/CHRL DESIGNATION:**
Qualified students can pursue their CHRP and/or CHRL designation upon successful completion of HR courses. Students should refer to www.hrpa.ca for more information.

All courses taken as part of the Graduate Certificate in Human Resource and Business Management may be applied toward a Bachelor of Business Administration degree should the student meet the entrance requirements.

**ADMISSION REQUIREMENTS:**
Students who have successfully completed an undergraduate degree/diploma, Graduate Certificate with a 65% average or equivalent are eligible to enroll in this program.

Start classes in September, January, or May. There are limited spots available in the Graduate Certificate Human Resources and Business Management at our Brampton campus.

Students may apply for admission at algomau.ca/apply or email info@algomau.ca for further information.

If you have any questions please email admissions@algomau.ca

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