



## Certificate in Human Resource Management

### Compulsory courses (33 units):

ADM 1100	Introduction to Business Management
ADM 1340	Financial Accounting
ADM 2336	Organizational Behaviour
ADM 2337	Human Resource Management
ADM 2341	Managerial Accounting
ADM 3333	Staffing Organizations
ADM 3334	Industrial Relations
ADM 3337	Compensation Administration
ADM 4336	Occupational Health & Safety
ADM 4338	International Training and Development for Sustainability
ADM 4339	Strategic Human Resource Planning

### Prerequisites:

ADM 1100 or ADM 1300
ADM 1100 or ADM 1300
ADM 2336
ADM 1340
ADM 2337
ADM 2337
ADM 2337
ADM 2337
ADM 2337
ADM 2337
ADM 3333 and ADM 3334, corequisite ADM 4338

### UNDERGRADUATE CERTIFICATES

The Telfer School of Management offers programs leading to the **Certificate in Management** and the **Certificate in Human Resource Management**. The objective of these programs is to provide some academic background in management for those working in the private or public sectors and who are pursuing or who wish to pursue a career in management.

Certificate programs are **part-time programs**; courses cannot be taken on a full-time basis unless prerequisites can be fully respected. Applicants will need to complete the [Application for Undergraduate Admission](#) form.

### General Admission Requirements

1. Candidates applying for admission to one of these programs must have some professional experience (a minimum of two consecutive years of full-time relevant work experience is required). They should include a résumé with their application indicating the extent and relevance of prior experience. This will have a significant impact on the admission decision.
2. The admission requirements for the BCom programs are also applicable to the certificate programs, but applicants are not required to have completed the grade 12 (4U courses) in mathematics.

### Requirements of the Certificate Programs

In order to obtain a certificate from the Telfer School of Management, students must:

1. be admitted and enrolled in one of the certificate programs of the Telfer School;
2. have successfully completed each course of the program with a grade of D or over;
3. have a minimum cumulative grade point average of at least 3.5 in all courses of the program taken at the University of Ottawa; and
4. make a formal request for the certificate before the deadline stipulated by the Office of the Registrar.

### Notes:

- Students enrolled in a baccalaureate program at the University will not receive the certificate for courses taken entirely within the baccalaureate even if they meet the requirements of the certificate program.
- Students admitted to a certificate program may receive units or advanced standing for no more than half of the courses of a certificate program (that is, a maximum of 15 units). No advanced standing will be granted for courses completed more than six (6) years ago.

To view course descriptions and schedules, please visit [www.timetable.uOttawa.ca](http://www.timetable.uOttawa.ca).