



## Certificate in Human Resources Management

### Compulsory courses (15 units):

ADM 1100	Introduction to Business Management
ADM 1340	Financial Accounting
ADM 2320	Marketing
ADM 2336	Organizational Behaviour
ADM 3118	International Business

### Prerequisites:

ADM 1100
ADM 1100
ADM 1100
ADM 2320

### Optional courses (15 units maximum); choose from:

#### Quantitative Methods and Information Systems

ADM 1370	Information Systems Tools for Business
ADM 2302	Business Analytics
ADM 2303	Statistics for Management
ADM 2304	Applications of Statistical Methods in Business
ADM 2372	Management Information Systems
ADM 3301	Operations Management
ADM 3302	Supply Chain Management
ADM 3305	Business Simulation
ADM 3378	Emerging Topics in Management Information Systems
ADM 3379	Systems Analysis, Development, and Performance
MAT 1300	Mathematical Methods I
MAT 1302	Mathematical Methods II

#### Prerequisites:

ADM 1100
MAT 1302, ADM 1370
MAT 1300
ADM 2303
ADM 1370
ADM 2302, ADM 2304
ADM 3301
ADM 2302, ADM 2304
ADM 2372
ADM 2372

#### Accounting

ADM 2341	Managerial Accounting
ADM 2342	Intermediate Accounting I
ADM 3340	Intermediate Accounting II
ADM 3343	International Accounting
ADM 3345	Taxation I
ADM 3346	Cost Accounting
ADM 3349	Auditing Theory

#### Prerequisites:

ADM 1340
ADM 1340, ADM 2350 (or concurrently)
ADM 2342
ADM 2341
ADM 3340
ADM 2341
ADM 3340

#### Finance

ECO 1102	Introduction to Macroeconomics
ECO 1104	Introduction to Microeconomics
ADM 2350	Financial Management
ADM 2352	Finance Theory
ADM 3350	Corporate Finance
ADM 3351	Fixed Income Investments
ADM 3352	Portfolio Management
ADM 3358	Multinational Business Finance

#### Prerequisites:

ADM 1340, ADM 2303, ECO 1102, ECO 1104
ADM 2350
ADM 2350
ADM 2352
ADM 2352
ADM 2350

#### Human Resource Management

ADM 2337	Human Resources Management
ADM 3333	Staffing Organizations
ADM 3334	Industrial Relations
ADM 3337	Compensation Administration

#### Prerequisites:

ADM 2336
ADM 2337
ADM 2337
ADM 2337

#### Marketing

ADM 3321	Consumer Behaviour
ADM 3322	Services Marketing
ADM 3323	Market Research
ADM 3326	Advertising and Sales Promotion Management

#### Prerequisites:

ADM 2320
ADM 2320
ADM 2320
ADM 2320

#### Management

ADM 1101	Social Context of Business
ADM 2313	The Entrepreneurial Society
ADM 3302	Supply Chain Management
ADM 3313	New Venture Creation
ADM 3319	Cross-Cultural Management
ADM 3360	Business Law

#### Prerequisites:

18 units of university-level courses
ADM 3301
45 university units
ADM 1100
ADM 1100

## 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

- 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.
- 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:

- be admitted and enrolled in one of the certificate programs of the Telfer School;
- have successfully completed each course of the program with a grade of D or over;
- 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
- 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 <https://www.uottawa.ca/current-students/course-timetable>.



## 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

- 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.
- 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:

- be admitted and enrolled in one of the certificate programs of the Telfer School;
- have successfully completed each course of the program with a grade of D or over;
- 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
- 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 <https://www.uottawa.ca/current-students/course-timetable>.