DONALD SCHOOL OF BUSINESS - BUSINESS ADMINISTRATION DIPLOMA
HUMAN RESOURCES MAJOR

UPDATED: FEBRUARY, 2019

For admission requirements to the Business Administration Diploma, please see the Red Deer College Calendar.
To meet graduation requirements, students must complete all courses with a minimum grade of 'D' and a minimum grade point average (GPA) of 2.00 (62%).

PROGRAM CONTENT YEAR 1

____ ACCT 102  Introductory Accounting I\(^1\)
____ ACCT 103  Introductory Accounting II
____ BADM 110  Introduction to Management
____ FINS 150  Personal Finance
____ BADM 132  Introduction to Marketing
____ BADM 210  Business Technology \(^2\)
____ BUS 303  Introduction to Organizational Behaviour
____ COMM 250  Business & Workplace Writing\(^3\)
____ ECON 100  Introduction to Business Microeconomics
____ ECON 101  Introduction to Business Macroeconomics

1. If you take ACCT 202 as replacement coursework for ACCT 102 and ACCT 103, you MUST complete an additional Open Option to meet graduation requirements for the Diploma and eligibility for the BBA.

2. Students should have basic keyboarding, file management, and email skills before registering for BADM 210.

3. Prerequisite for COMM 250: 60% in ELA 30-1 or COMM 150 or a passing mark in an Assessment Test. Students must achieve a combined score of 175 on a reading comprehension and a sentence skills test (each are marked out of 120) and a 7 or higher on a writing sample. Students who take COMM 150 may not be able to complete their diploma in two years. If you do not complete COMM 250 in your Business Administration Diploma because of using ENGL 219, COMM 250 will be an extra course in your BBA in Year 3.
**CHECK PREREQUISITE REQUIREMENTS BEFORE REGISTERING IN A CLASS**

- Look Up Classes
- CRN
- View Catalog Entry

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**PROGRAM CONTENT YEAR 2**

- **ACCT 204** Managerial Accounting or ACCT 104
  (ACCT 204 is required if pursuing either a Business Degree or Designation)

- **BADM 111** Introduction to Statistics

- **BADM 254** Organizational Learning & Development

- **BADM 256** Compensation & Benefits

- **BADM 258** Recruitment & Selection

- **BADM 270** Business Integration

- **BADM 280** Labour Relations

- **BADM 281** Human Resource Management

- **BUS 310** Introduction to Finance or BADM 260 Introduction to Corporate Finance
  (BUS 310 is required if pursuing a Business Degree)

- **BUS 311** Legal Foundations of the Canadian Economy

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**IMPORTANT NOTES:**

The following refer to equivalent courses or courses that may be taken in lieu of various specified courses. Please be aware that although courses may be accepted as equivalent to meet program requirements, course content may not be the same. Students may receive credit for only one of each equivalency.

- Although the courses are not equivalent, BUS 201 **will waive** the BADM 110 requirement
- ECON 201 is equivalent to ECON 100
- ECON 202 is equivalent to ECON 101
- COMM 250 will be waived with completion of any 200 level ENGL course or any 200 level COMM course
- BUS 306 is equivalent to BADM 111

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**DEGREE COMPLETION OPPORTUNITIES**

Complete your Business Degree at RDC – RDC has partnered with Mount Royal University to offer the Bachelor of Business Administration (BBA) with a General Management major. Theoretical education is backed up with practical experience that includes industry visits, business leader presentations, case studies, work experience and working side by side with industry and community leaders. dsbinfo@rdc.ab.ca

MacEwan University – Bachelor of Commerce: MacEwan.ca/bcom
University of Lethbridge - Bachelor of Management: The Faculty of Management offers courses on three campuses: Lethbridge and Calgary, and Edmonton. Students can pursue all programs and majors offered by the Faculty of Management on the Lethbridge campus. The following majors are offered on the Calgary Campus: Accounting, Finance, General Management, Human Resource Management and Labour Relations, and Marketing. Students who wish to complete International Management on the Calgary Campus may require alternate arrangements to complete the requirements for this major. The Edmonton Campus offers the General Management major and the Professional Diploma in Accounting program. Special note: As the Edmonton Campus is closing in 2017, students cannot apply for admission to that campus, however, continuing students are still permitted to take courses there (i.e., summer) if the course needed by the student is available and sufficient seats are available. Students should contact the Edmonton Campus for more information at 780-424-0425 if they wish to take any courses there.

Combined Degrees programs (B.A./B.Mgt., B.Sc./B.Mgt., B.F.A. (New Media)/B.Mgt., B.H.Sc./B.Mgt., B.Mgt./B.Ed., and Post-Diploma B.Mgt./B.Ed.) cannot be completed in their entirety on the Calgary or Edmonton campuses, and all Combined Degrees applicants will be assigned to the Lethbridge campus.

<table>
<thead>
<tr>
<th>Lethbridge Campus</th>
<th>Calgary Campus</th>
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</thead>
<tbody>
<tr>
<td>403.329.2153</td>
<td>403.571.3360</td>
</tr>
<tr>
<td><a href="mailto:undergrad.management@uleth.ca">undergrad.management@uleth.ca</a></td>
<td><a href="mailto:calgary.campus@uleth.ca">calgary.campus@uleth.ca</a></td>
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Guaranteed admission to the Bachelor of Management Degree (Post-Diploma program) with a diploma GPA of 3.00 or higher. Graduates with a diploma GPA below 3.00 may be admitted in the second round of admissions. [http://www.uleth.ca/management/](http://www.uleth.ca/management/)

Mount Royal University - Bachelor of Business Administration: All students must demonstrate successful completion of ELA 30-1 (or equivalent) with a minimum grade of 60% and Math 30 Pure or Applied with a minimum grade of 60% OR successful completion of a two-year business diploma, applied degree or four-year business baccalaureate from an accredited post-secondary institution. Admission to the program is very competitive and is based on your 4 most recently completed post-secondary courses as of Dec 31. Students are required to have a minimum admission GPA of 2.0. Transcripts will be evaluated on a course by course basis. Bissett School of Business offers students the opportunity to study in the following areas: Accounting, Business & Society, Business of Sport & Recreation, Innovation & Entrepreneurship, Finance, Financial Services, Human Resources, Risk Management & Insurance, International Business, Marketing, Social Innovation & Nonprofit Management, and Supply Chain Management. Contact: Bissett School of Business: 403.440.6833 or businessadvising@mtroyal.ca or [http://business.mtroyal.ca](http://business.mtroyal.ca)


Okanagan College - Bachelor of Business Administration: Students require successful completion of a Business Administration Diploma program with a minimum grade point average (GPA) of 2.4 (67%), a statement (500 words maximum) outlining personal objectives and career goals as well as a statement (500 words maximum) outlining work experience and community involvement. Contact: [http://www.okanagan.bc.ca/business](http://www.okanagan.bc.ca/business)
HOW TO FIND MORE INFORMATION

Donald School of Business:    www.rdc.ab.ca/dsb
RDC Website:      http://www.rdc.ab.ca/
Academic Advising & Recruiting:   dsbinfo@rdc.ab.ca

PLEASE NOTE:

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at RDC and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from RDC. Please consult with an Advisor if you have any questions.

The function of Advisors is to provide students with information and resources that enable them to make informed decisions relevant to their education. These resources include the RDC College Calendar, the Academic Planning Guide for your chosen program and destination university (if applicable), the Alberta Transfer Guide and the calendar and contact information for your destination university (if applicable). Advisors will assist you in interpreting information from these resources or refer you to your destination university if appropriate. Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.