

# BUSINESS ADMINISTRATION DIPLOMA - HUMAN RESOURCES CONCENTRATION

View on YouTube (<https://www.youtube.com/watch?v=NnUQaoNeXck>)

## Earn a diploma in 2 years

CMTN's Business Administration program gives you the credentials and expertise to get ahead in today's competitive workplace. Whether you want to work as an administrator in an office, pursue a specialized career in business and finance, or start your own company, CMTN offers one-year certificates or two-year diplomas that can help take you where you want to go.

The Business Administration program has concentrations in:

- Accounting (<https://catalogue.coastmountaincollege.ca/programs/business-administration-diploma-accounting/>)
- General Management (<https://catalogue.coastmountaincollege.ca/programs/business-administration-diploma-general-management/>)
- Human Resources (p. 1)

Business Administration courses can be used as credit towards many professional management organizations, such as the professional accounting association, Canadian Professional Accountants (CPA) (<https://www.cpacanada.ca/>).

## Apply to CMTN

Visit Apply to CMTN (<https://www.coastmountaincollege.ca/admissions/apply-to-cmtn/>) for an Admissions Checklist and to apply online.

Our Educational Advisors (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) are here to help if you have any questions or need guidance along the way.

## Dates and locations

Intake	Location
Winter 2024	Prince Rupert
Spring 2024	Smithers
Fall 2024	Terrace

Some courses are available online (<https://www.coastmountaincollege.ca/mycmtn/>).

*\*Diploma completion may take longer than two years depending on second-year core course offerings and concentration requirements. For*

more information please contact the Program Coordinator ([sdowns@coastmountaincollege.ca](mailto:sdowns@coastmountaincollege.ca)).

## HUMAN RESOURCES CONCENTRATION

Completion of a Business Administration Certificate (<https://catalogue.coastmountaincollege.ca/programs/business-administration-certificate/>) and the following:

Code	Title	Credits
ACCT 252	Management Accounting	3
BFIN 250	Business Finance I	3
MGMT 251	Organizational Behaviour	3
BPOL 250 or BSIM 250	Business Policy	3
MGMT 255	Human Resource Management	3
MGMT 257	Recruitment and Selection	3
MGMT 258	Organizational Training and Development	3
MGMT 253	Labour Relations	3
MGMT 259	Compensation and Benefits	3
3 credits of second year Business Administration electives. One elective may be a University Credit course (3 credits)		3
<b>Total Credits</b>		<b>30</b>

- Grade 12 recommended
- English Studies 12 or First People's English 12 or equivalent **AND**
- Foundations of Math 11 **OR** Principles of Math 11 **OR** Applications of Math 12 or equivalent **OR**
- Office Assistant Certificate plus Accounting Certificate, both with a "B" average, from CMTN's Applied Business Technology Program

English proficiency is required for all students entering CMTN programs. Please visit our English Language Alternatives (<https://coastmountaincollege.ca/admissions/requirements/language-requirements/domestic-english-language-requirements/>) page to see how this requirement can be met.

Prospective students who do not meet the program requirements are encouraged to speak with the Program Coordinator ([sdowns@coastmountaincollege.ca](mailto:sdowns@coastmountaincollege.ca)) as you may be considered for admission based on other criteria.

Note: CMTN students may transfer to other post-secondary institutions in BC and around the world (<https://www.coastmountaincollege.ca/programs/explore/degree-partnerships/>). Students should be aware of the receiving institution's admission and transfer requirements.

Students are encouraged to meet with an Education Advisor (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) to discuss transfer pathways.

Admission to an intake does not guarantee completion in 2 years.



Fees	Domestic	International
Full-time	30 Credits	30 Credits
Tuition	\$3,084.90	\$13,111.20
Student Union fees <sup>1</sup>	\$93.28	\$93.28
Mandatory fees	\$235.50	\$285.38
Health Insurance	\$275.00	\$585.82
<b>Tuition total:</b>	<b>\$3,688.68</b>	<b>\$14,075.68</b>
Books & Supplies <sup>2</sup>	\$1,000.00	\$1,000.00
<b>Total program cost:</b>	<b>\$4,688.68</b>	<b>\$15,075.68</b>

**Fees are effective as of August 1, 2023 for the 2023/24 academic year.**

**1**

Student Union fees are term-based and may vary due to the length of the program.

**2**

Please note that these are approximate costs and may vary depending on courses taken.

The Coast Mountain Students Union (CMSU) is pleased to offer Extended Health and Dental Insurance to all qualifying members. The plan is mandatory for all students enrolled in 6 or more credits or a trades program of 26 weeks or longer. Some students, including those studying overseas and those with existing extended health coverage, are eligible to opt out. Visit <https://cmsu.studenthealthbc.ca/> to learn more about the plan or request to opt out. You will also receive a detailed introductory email no later than 6 weeks after your semester starts. For any inquiries about the plan, please contact the Students' Union Organiser : Golnoosh Namazi, [organiser@mycmsu.ca](mailto:organiser@mycmsu.ca)

## University transfer agreements

**Start here, finish anywhere!**

Diploma graduates are able to move onto university degree completion at a number of institutions. The majority of courses within the program transfer directly to colleges and universities in British Columbia.

The BC Transfer Guide (<http://www.bctransferguide.ca/>) is the main resource to look up the transfer of courses between institutions within the province. Learn more about University Transfer (<https://www.coastmountaincollege.ca/programs/discover/university-transfer/>) opportunities at Coast Mountain College.

The Business Administration program also has specific transfer agreements with Royal Roads University that facilitate a seamless transfer between programs. In addition, more general agreements exist for degree completion within Canada and internationally.

Check out the Degree Partnerships (<https://coastmountaincollege.ca/programs/explore/degree-partnerships/>) page for details and consult with the Business Administration Program Coordinator ([sdowns@coastmountaincollege.ca](mailto:sdowns@coastmountaincollege.ca)) to plan your pathway.

## Career opportunities

There is a myriad of educational opportunities for Business Administration certificate and diploma holders following graduation. Visit

our University Transfer (<https://www.coastmountaincollege.ca/programs/discover/university-transfer/>) and Degree Partnerships (<https://coastmountaincollege.ca/programs/explore/degree-partnerships/>) sections to learn more.

Another major advantage of the program is the flexibility of employment opportunities. Past experience has demonstrated that graduates with aptitude and ability have a wide range of employment possibilities. A career in Business Administration can lead you down many professional paths, including working as a:

- Manager
- Administrator
- Executive Director
- Consultant
- Entrepreneur
- Accountant
- Financial Analyst
- Broker
- Investment Advisor
- Public Relations & Communications Professional
- Recruiter
- Trainer
- Customer Service Representative
- Sales and Marketing Manager, and more

Almost any type and size of organization is a possible employer, including business firms, accounting firms, self-employment, government, and not-for-profit organizations. There is a significant demand for professionals who are proficient in business skills. The Business Administration program allows you to acquire the education necessary to meet your specific needs.

