

BUSINESS ADMINISTRATION – HUMAN RESOURCES (BHR)

About the Program

This three-year advanced diploma program delivers relevant, current and in-demand skills and prepares you for a career in the growing area of Human Resources. Your studies will focus on topics such as recruiting, compensation, training, benefits, occupational health and safety, labour relations, leadership, motivational techniques and organizational behaviour. In addition, you will acquire skills in the effective use of industry-standard software. As a student, you will have the opportunity to interact directly with industry professionals and to participate in hands-on learning opportunities such as case competitions.

This program is credited by the Human Resources Professional Association (HRPA) towards the Certified Human Resources Professional designation (CHRP).

As a graduate of this program, you may:

- Acquire a professional designation through the Canadian Payroll Association.
- Complete Seneca's Bachelor of Commerce - Human Resources Management (<http://www.senecapolytechnic.ca/programs/fulltime/BHRM.html>) program in less than two years.

Credential Awarded

Ontario College Advanced Diploma

Duration

6 Semesters (3 Years)

Starts

January, September

Program and Course Delivery

This program is offered in Seneca's hybrid delivery format with some courses available in Seneca's flexible delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements. For courses offered in the flexible delivery format, professors use innovative learning spaces and technology to teach students in a classroom or lab and broadcast in real time to students attending remotely. In flexible courses, students have the choice of coming on campus or learning online.

Skills

Throughout this program you will develop the following skills:

- Employee recruitment, selection and retention strategies
- Performance management program
- Recruitment in union and non-union environments
- Compensation plans

- Information technologies for HR
- Data management

Work Experience

Optional Co-op

Students meeting all academic requirements may have the opportunity to complete an optional co-op work term(s) in a formal work environment. In most cases the work term(s) is a full-time paid position completed between two academic semesters. In programs with limited co-op opportunities, additional academic requirements and a passing grade on a communication assessment may be required for eligibility. Eligibility for participation does not guarantee a work position will be secured. Additional fees are required for those participating in the optional co-op stream regardless of success in securing a work position.

Review eligibility requirements for work-integrated learning (<https://www.senecapolytechnic.ca/employers/seneca-works/work-integrated-learning/eligibility.html>)

Your Career

Graduates of the program can explore the following career options:

- Human resources administrator
- Human resources generalist
- Human resources specialist
- Recruiter
- Compensation analyst
- Pensions and benefits administrator
- Occupational health and safety officer
- HRIS specialist

Professional Certification

The courses in this program may be credited by:

- The International Personnel Management Association (IPMA) towards the Certified Professional, or
- Certified Specialist designations (IPMA – CP or IPMA – CS)

Accreditation

Accreditation Council for Business Schools and Programs

Program of Study

Course Code	Course Name	Weekly Hours
Semester 1		
BAM101	Introduction to Business Administration	3
COM101 or COM111	Communicating Across Contexts Communicating Across Contexts (Enriched)	3
MBF100 or MBF101	Mathematics of Business and Finance ¹ Mathematics of Business and Finance	3-4
PPS100	Professional Presentation Skills	3
SMS202	Business Computer Applications	3
Semester 2		
ACC106	Accounting I	3

EAC594	Business Communication for the Digital Workplace	3
HRA701	Introduction to Human Resources Management	3
MRK108	Introduction to Marketing	3
SMS310	Data Analysis Tools for Business	3
Semester 3		
CSS300	Customer Service Solutions	3
HRA734	Introduction to Management Accounting	3
HRA848	Training Techniques and Practices	3
HRA855	The Legal Environment	3
OBR250	Organizational Behaviour	3
plus: General Education Course (1)		
Semester 4		
HRA722	Personnel Research Techniques and H.R.I.S.	3
HRA782	Recruitment and Selection Techniques	3
HRA831	Design and Administration of Compensation Plans	3
HRA843	Occupational Health and Safety	3
QNM223	Business Statistics	3
Semester 5		
BUS401	Economics for Human Resources	3
CAN410	Indigenous Awareness: Towards Truth and Reconciliation	3
GCN500	Consultative Skills in a Global Environment	3
HRA840	Pensions and Benefits	3
HRA845	Industrial Relations	3
WTP100	Work Term Preparation *	1
Work-Integrated Learning Term		
BHR331	Business Administration - Human Resources, Co-op	30
Semester 6		
APP600	Payroll Compliance Legislation	3
CAP501	Human Resources Administration: Career Planning **	1
CSR600	Corporate Social Responsibility	3
HRA822	Human Resources Planning and Development	3
IBM600	International Business Management	3
plus: General Education Course (1)		

¹ Students will be placed in the appropriate level of mathematics depending on their math skills assessment results. Students who are placed in MTH158 Introduction to Mathematics (Algebra) will be required to complete this course before taking MBF100 Mathematics of Business and Finance.

* Work-Integrated Learning option only

** non Work-Integrated Learning option only

Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Contribute to the planning and implementation of employee recruitment, selection, and retention strategies.
- Administer and facilitate the performance management program.
- Coordinate and support the development, implementation, and evaluation of employee orientation, training, and development programs.
- Implement and support effective employee and labour relations strategies in both non-union and union environments.
- Administer and communicate the organization's total compensation plan.
- Collaborate with others, in the implementation and monitoring of organizational health and safety policies and practices.
- Contribute to the identification of information needs and apply current and emerging information technologies to support the human resources function.
- Contribute to organizational development strategies aimed at promoting organizational effectiveness.
- Present and evaluate communication messages and processes related to the human resources function of the organization.
- Develop, implement, and evaluate personal professional development plans to achieve ongoing competence in human resources professional practice.
- Identify and communicate the human resources component of the organization's business plan.
- Contribute to the collection, analysis, and utilization of human resources data.

Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)
- English: Grade 12 C or U, or equivalent course
- Mathematics: Grade 12 C or U, or Grade 11 U or M, or equivalent course

Canadian citizens and permanent residents may satisfy the English and/or mathematics requirements for this program through successful Seneca pre-admission testing. (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html>)

Recommended upgrading for applicants who do not meet academic subject requirements (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html>).

International Student Information

International admissions requirements vary by program and in addition to English requirements (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html>), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-

specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada ([senecapolytechnic.ca](https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html)) (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html>).

Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.

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