

Business Administration – Human Resources

Ontario College Advanced Diploma | 3 years



Scan here



Receive advanced HR training and guidance from industry experts.

Advanced HR skills and training

Study human resources topics that aren't taught in our two-year diploma program, including how to manage HR data using current Human Resources Information Systems (HRIS) software. Third-year HR courses also develop foundational skills such as learning and development, total rewards management, employment law, managing in unionized workplaces and HR planning.

Complete CHRP coursework and work towards your degree

Many employers today seek HR workers who hold a Certified Human Resources Professional (CHRP) designation from the Human Resources Professionals Association (HRPA). When you complete this program, you may have fulfilled the HRPA's CHRP coursework requirement and be eligible to take your Comprehensive Knowledge Exam 1. You may also be able to apply some credits towards our HR management degree.

Graduate with hands-on experience

Sheridan is well-known in the HR industry for producing job-ready graduates. Lectures from our expert professors are supported by case studies, simulations and group work opportunities. You can also gain real-world industry experience by participating in an optional co-op placement.

Career opportunities

With a balance of theory and experiential learning opportunities, Sheridan's human resources programs are known for producing job-ready graduates.

You'll be prepared to work in roles such as:

- Human Resources Assistant
- Compensation Analyst
- Staffing Coordinator
- Payroll Specialist
- Human Resources Clerk
- Training Coordinator
- Human Resources Coordinator

Courses

Some of the courses you can expect to take in your program

- Compensation Management
- Human Resource Planning
- Computer Applications in Human Resource Information Systems
- Industrial Relations Administration of the Collective Agreement
- Fundamentals of Training and Development
- Topics in Employment and Diversity

Admission requirements

Program eligibility

Ontario Secondary School Diploma or equivalent, including these required courses:

- One English, Grade 12 (ENG4C or ENG4U), minimum 60%
- plus
- One Mathematics, Grade 12 (C or U) or mathematics, Grade 11 (M or U*) * MBF3C does not meet this requirement.
 - Minimum 65% overall average required for PBUSP, PBAHR, PBUHR
 - Minimum 70% overall average required for PBAHC

or

Mature student status.

Applicant selection

Eligible applicants are selected on the basis of previous academic achievement (the average of their six highest senior-level credits, including required courses).

Applicants who do not meet the admission requirements for this program may be advised individually regarding other related programs.

Transferring from an Ontario college

Business students who have successfully completed one or two years of their program can easily transfer their credits to another college in the province. A system-wide agreement is in place at Sheridan and other colleges, permitting students to transfer among all college business programs across Ontario. The agreement means that business students in programs such as Business General, Human Resources, Accounting and Marketing will receive full credit for their completed courses. Given the high enrolment of business programs, these pathways provide additional flexibility for a significant number of students. Interested students should apply at ontariocolleges.ca using the appropriate program entry level at the new college. For more information, email infosheridan@sheridancollege.ca

English language proficiency

All applicants whose first language is not English must meet Sheridan's English proficiency requirements.

Refer to the website for full admission requirements.

How to apply: 5 easy steps

- 1 Find your program
- 2 Check the admission requirements
- 3 Apply online
- 4 Submit your documentation
- 5 Accept your offer

Ready to get started?

sheridancollege.ca/apply



International students

Find out more about...

- Post-graduation work permit (PGWP) eligibility
- Admission requirements
- English language proficiency requirements
- Fees and financial aid
- Provincial Attestation Letters (PALs)

sheridancollege.ca/international