

Sheridan

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Business Human Resources

Ontario College Diploma | 2 years



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Lay the foundation for your career as a human resources professional.

The fastest way to become an HR professional

In just two years, you can acquire the core skills necessary to work in the exciting field of human resources! First, you'll build a strong base of general business knowledge that helps you understand the many ways human resources contribute to organizational success. You'll then focus on fundamental HR specialties, including talent recruitment, health and safety, performance management and more.

Support from industry-leading instructors

Sheridan is well-known and recognized across the industry as a leader in human resources education. Our HR diploma co-ordinator serves on the Human Resources Professionals Association (HRPA) board of directors, and our professors bring decades of experience into the classroom. They'll guide you through our unique blend of theoretical studies and experiential learning opportunities.

Earn credits towards your CHRP designation

When you graduate, you'll have completed more than half of the coursework necessary to pursue the Certified Human Resources Professional (CHRP) designation from the HRPA. You can complete your remaining four courses part-time while you work or by transferring directly into the third year of our Business Administration – Human Resources advanced diploma program.

Career opportunities

The fundamental human resources skills you'll learn in this program can help you work in a variety of HR roles.

You might find positions such as:

- Recruitment Assistant
- Payroll Administrator
- HR Clerk
- HR Administrator
- Health and Safety Specialist

Courses

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

- Recruitment and Selection
- Fundamentals of Occupational Health and Safety
- Performance Management
- HR Metrics
- Payroll Fundamentals
- Organizational Behaviour

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.

English language proficiency

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

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

Program duration

Program duration for September starts is two academic years. Program duration for January starts is 16 months continuous.

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