



HERITAGE COMMUNITY COLLEGE  
VESTRI FOSTERUS SATUS HIC

## Program Outline

### Human Resources Administration Diploma

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Brief Program Description	This Human Resources Administration program gives the students hands-on <b>Human Resources Training</b> that employers demand. The program will teach students to develop, implement and evaluate human resources and labour relations policies, programs and procedures and advise employers and employees on human resources matters. Human resources professionals are employed throughout the private and public sectors, or they may be self-employed.
NOC Code	1121 Human resources professionals
Career Opportunities	Upon completion of the program, graduates can work in the below occupations list: <ul style="list-style-type: none"><li>• classification officer – human resources</li><li>• compensation research analyst</li><li>• conciliator</li><li>• employee relations officer</li><li>• employment equity officer</li><li>• human resources consultant</li><li>• human resources research officer</li><li>• job analyst</li><li>• labor organization business agent</li><li>• labor relations officer</li><li>• mediator</li><li>• union representative</li><li>• wage analyst</li></ul>
Admission Requirements	<ul style="list-style-type: none"><li>• Evidence that 3 years of full-time secondary education (Grades 8-12) have been successfully completed in the English language in a country where English is one of the principal languages. This may include successful completion of a BC Adult Graduation program. Applicants must produce transcripts as evidence of completion of grade 12 English with minimum of a “C” grade <b>OR</b></li><li>• Completion of 2 years of full-time post-secondary education at an accredited institution where English is the language of instruction. (Applicable to a country where English is one of the principal languages.) <b>OR</b></li><li>• Provide verified results for one of the English language</li></ul>



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proficiency tests listed below.

Test results must be dated no more than two years before the start date of the program.

- International English Language Testing System (IELTS) Academic: overall score of 5.5 or higher.
- Canadian Academic English Language (CAEL) Test: overall score of 40 or higher
- Duolingo English Test: overall score of 95 or higher
- Test of English as a Foreign Language (TOEFL) IBT: overall score of 46 higher
- Canadian English Language Proficiency Index Program (CELP): Listening 6, Speaking 6, Reading 5, and Writing 5.
- Pearson Test of English (PTE) Academic: overall score of 43 or higher
- International Test of English Proficiency (iTEP): overall score of 3.5 or higher.

Required Textbooks      List of textbooks are mentioned in each course outline

Equipment required for this Program

- Lecture notes,
- Computers,
- Chairs,
- Desks,



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- Garbage bins,
- A4 folders
- Notepads
- Pencils
- Pens
- Highlighters
- Other office products and equipment

Program Duration      *960 hours*  
                                 *11 months*  
                                 *48 weeks*

Homework Hours      2-3 hrs. This is only an approximate figure and is dependent upon how much time the student can dedicate to the studies and how well he/she grasps the learning concepts in the course material.

Delivery Methods      *Indicate how the program is delivered.*  
 *On-site delivery.*  
 *Distance delivery.*  
 *Combined delivery (on-site and distance.)*

<b>Instructional Methods</b>	<b>Method of Delivery (reflect all methods used)</b>	<b>Contact Hours</b>
	<i>Classroom (Instructor Led)</i>	800 hrs
	<i>Computer Based Training</i>	0 hrs
	<i>Distance Education</i>	0 hrs
	<i>Supervised Lab</i>	0 hrs
	<u><i>Work Experience</i></u>	<u>160 hrs</u>
	<b>TOTAL</b>	<b>960 hrs</b>

Learning Objectives/Outcomes

The Human Resources Administration Diploma program prepares graduates for positions working in throughout the private and public sectors, or they may be self-employed.

At the end of this program, successful students will be able to:

- Plan, develop, implement and evaluate human resources and labour relations strategies including policies, programs and procedures to address an organization's human resource requirements
- Advise employers and employees on the interpretation of human resources policies, compensation and benefit programs and collective agreements
- Negotiate collective agreements on behalf of employers or workers, mediate labour disputes and grievances and provide advice on employee and labour relations
- Research and prepare occupational classifications, job descriptions, salary scales and competency appraisal measures and systems
- Plan and administer staffing, total compensation, training and career development, employee assistance, employment equity and affirmative action programs
- Manage programs and maintain human resources information and related records systems
- Hire and oversee training of staff
- Research employee benefit and health and safety practices and recommend changes or modifications to existing policies

Student Progress/  
Assessment Methods

Students will be assessed through written tests, computer-based tasks and assignments. After each lesson there will be a question paper, which needs to be completed and submitted to the tutor for marking. This method of continual assessment ensures that your tutor can consistently monitor your progress and provide you with assistance throughout the duration of the course.

Students will be required to complete 160 hrs. of work experience. To qualify for work experience, students are required to maintain a minimum C grade average or higher and a minimum attendance of 85%.

Attendance Expectations

85% of classes must be attended to achieve competency for this qualification

Graduation  
Requirements

Minimum C grade average is required for graduation

**Program Organization:**

<b>Name of Course/Subject</b>	<b># of Hours</b>
SFCS100 Strategies for College Success	20
DAP101 Introduction to Financial Accounting	40
MATH100 Business Mathematics	40
COMP101 Introduction to Computers	20
COMP102 Introduction to Word Processing	40
COMP104 Introduction to Presentation Software	20
COMP103 Introduction to Spreadsheets	40
BCOM105 Business Communications	80
BMGT106 Introduction to Management	40
BLAW101 Business Law	40
BMGT101 Introduction to Human Resources	80
BMGT112 Introduction to Organizational Behavior	40
BMGT114 Introduction to Labor Relations	40
BMGT116 Recruitment and Selection	40
BMGT118 Compensation and Benefits	40
BMGT115 Training and Development	20
BMGT117 Occupational Health and Safety	20
CAPS190 Capstone Project	80
BETH190 Business Ethics	20
EMPL111 Career Employment & Strategies	40
SSPR 100 Work Experience	160
<b>Total</b>	<b>960</b>