

Business Administration – Human Resources (Advanced Diploma)



Meet our students

Sheridan is well-known in the human resources profession for producing job-ready graduates. Our students are equipped with the core skills and knowledge needed to be a strategic partner within the human resources field. During this program they will build a strong business foundation and then develop HR competencies such as talent acquisition, training and development, total rewards, employment relations and law, occupational health and safety, and industrial relations.

Learn more about the classes these students take by visiting [the program webpage](#).

Core competencies and skills

- Using HRIS software package to track employee information and prepare standard reports.
- Creating presentations in PowerPoint.
- Creating and modifying tables and spreadsheets in Excel.
- Designing and using presentation-quality worksheets, graphs, and charts.
- Organizing, maintaining, and analyzing data using Access.
- Researching and analyzing issues and policies related to human resources management.
- Calculating statutory and non-statutory deductions.
- Identifying and communicating the human resources component of an organization's business plan.
- Collaborating with others on the implementation of practices and procedures.

Work term availability

- Summer (May – August)

Work term capabilities

- Choosing and conducting appropriate methods for talent acquisition, including prescreening, tests, interviews and completing follow-up placement procedures.
- Assisting in the development of an HR website.
- Assisting with the process of succession management.
- Investigating and compiling information for WSIB claims.
- Researching health and safety issues in the workplace.
- Organizing and assisting in WHMIS training.
- Assisting in the administration of company pension plans, health, and life insurance benefits.
- Writing job descriptions and recommending appropriate job evaluations.
- Diagnosing training and non-training employee challenges and recommending solutions.
- Designing and implementing an orientation program.
- Organizing and assisting in the analysis of data for labour negotiations and grievances.

Employer resources

- [Employer webpage](#)
- [Program information](#)
- [Program course schedule](#)

Post a job

To post a job, log in to our online platform [Sheridan Works](#).

Don't have an account? Create one today using our [Employer Registration Guide](#).