

Business Administration – Human Resources Diploma Program (BHR)

Curriculum for students beginning Fall 2018 or later

Level 1	Level 2	Level 3	Level 4	Level 5	Optional WIL TERM	Level 6
Fall / Winter	Winter / Summer	Fall	Winter	Fall	Winter	Winter / Summer
ISC 100 Intro. to Seneca Studies 2 hrs	SMS 202 Microcomputer Business Applications II 3 hrs	SMS 310 Data Analysis Tools for Business 3 hrs Pre-requisite: SMS202	HRA 722 Personnel Research Techniques & H.R.I.S. 3 hrs Co-requisite: HRA701	HRA 840 Pensions & Benefits 3 hrs Pre-requisite: HRA701	BHR331 WIL Work Term Pre-requisite: WTP 100	CAP 501 Career Planning 1 hr
BAM 101 Intro. to Business Administration 3 hrs	ACC 106 Accounting I 3 hrs	HRA 734 Intro. to Management Accounting 3 hrs Pre-requisite: ACC106	HRA 782 Recruitment & Selection Techniques 3 hrs Co-requisite: HRA701	HRA 845 Industrial Relations 3 hrs Pre-requisite: HRA701	WIL term is only for students who are: <ul style="list-style-type: none"> accepted into WIL stream and hired by a WIL employer 	HRA 822 Human Resources Planning & Development 3 hrs Pre-requisite: HRA701
MRK 108 Introduction to Marketing 3 hrs	PPS 100 Professional Presentation Skills 3 hrs	HRA 742 Organizational Behaviour 3 hrs Pre-requisite: HRA701	HRA 843 Occupational Health & Safety 3 hrs Pre-requisite: HRA701	GCN 500 Consultative Skills in a Global Environment 3 hrs Pre-requisite: HRA701		CSR 600 Corporate Social Responsibility 3 hrs Pre-requisite: HRA701, HRA742, HRA843
MBF 100 or MBF 101 Mathematics of Business & Finance 4 hrs 3 hrs	HRA 701 Intro. to Human Resources Management 3 hrs	HRA 848 Training Techniques & Practices 3 hrs Pre-requisite: HRA701	HRA 831 Design & Administration of Compensation Plans 3 hrs Pre-requisite: HRA701	QNM 223 Business Statistics Using Excel 3 hrs Pre-requisite: MBF101 or MBF100		APP 600 Payroll Compliance Legislation 3 hrs Pre-requisite: HRA701
COM 111 or COM 101 Communicating Across Contexts 6 hrs 3 hrs	CSS 300 Customer Service Solutions 3 hrs	HRA 855 The Legal Environment 3 hrs Pre-requisite: HRA701	BUS 401 Economics for Human Resources 3 hrs	General Education Option* 3 hrs Pre-requisite: COM101 or COM111	IBM 600 Leadership for Managers 3 hrs Pre-requisite: BAM101, COM101/COM111	
	EAC 594 Business Communication for the Digital Workplace 3 hrs Pre-requisite: COM101 or COM111	General Education Option* 3 hrs Pre-requisite: COM101 or COM111		WTP 100 Work Term Preparation 2 hrs / 7weeks Pre-requisite: Successful WIL application	General Education Option* 3 hrs Pre-requisite: COM101 or COM111	

NOTES:

- To remain in the BHR program, students must maintain a minimum program GPA of 2.0 (C).
- Students are placed in MBF101 or MBF100 based on the results of a skills assessment test.
- Students are placed in COM101 or COM111 based on admissions application information.
- Graduates of the BHR diploma with a 3.0 GPA may be admitted to Semester 5 of the HST program with degree transfer credits.
- *One General Education Option must be CAN418** (Indigenous Studies).
- *Students must complete at least one General Education Option from each category (Arts & Humanities / Sciences & Social Sciences).**
- The sequence, pre-requisite, and co-requisite of each course are subject to change.
- Students may apply to join Work Integrated Learning/WIL in Level 4.
- WIL Applications are considered based on the following criteria:
 - ✓ Program GPA of 3.0 or higher
 - ✓ 19 courses from Levels 1-4 completed
 - ✓ A grade of B in the following courses: EAC594, HRA701, HRA722, HRA782, HRA843
- If accepted, students complete WTP100 in Level 5, complete the Work Term in the winter, and return for Level 6 courses in the summer term.
- Students accepted into WIL stream who have successfully completed WTP100 are not required to complete CAP501.