

# HUMAN RESOURCES MANAGEMENT (HRM)

## About the Program

In the face of a changing workforce – including an aging population, increased number of retirements, and a challenging economic environment – organizations in Canada are placing an increased emphasis on strategic human resources management. The demand for qualified Human Resources professionals is increasing. This eight-month graduate certificate program will help you acquire a comprehensive background in the functions of human resources from both theoretical and practical perspectives. The focus of the program is on applied, relevant and current learning with opportunities to interact directly with industry professionals, and learn from qualified and award-winning faculty.

Part-time option is available > (<http://www.senecapolytechnic.ca/ce/business/management-human-resources/hr-management-post-diploma.html>)

## Credential Awarded

Ontario College Graduate Certificate

## Duration

2 Semesters (8 Months)

## Starts

January, May, September

## Program and Course Delivery

This program is offered in Seneca's hybrid delivery format. Some coursework is online and some must be completed in person. Students will need to come on campus to complete in-person learning requirements.

## Skills

Throughout this program you will develop the following skills:

- Critical thinking
- Organizational management
- Interpersonal communications
- Verbal and written communication
- Conflict management

## Work Experience

### Optional Work Term

This program offers the option to complete a work term, providing valuable hands-on experience in your field of study.

Students who select the work term stream will have the opportunity to participate in a work term(s) if eligibility requirements are maintained. Students will have the flexibility to transfer to the non-work term stream at any time. The work term(s) is similar in length to an academic semester and is typically a full-time position that may be paid or unpaid. The work term job search is student-driven and participation in the work term stream does not guarantee that a work position will be secured. However, students will receive guidance and support through in-class career workshops and one-on-one coaching to help prepare for the work term.

Review eligibility requirements for work-integrated learning (<https://www.senecapolytechnic.ca/employers/seneca-works/work-integrated-learning/eligibility.html>)

## Your Career

Graduates of the program can explore the following career options:

- Human resources administrator
- Human resources co-ordinator
- Human resources manager
- Labour relations officer
- Talent acquisition specialist
- Training and development co-ordinator
- Compensation analyst
- HRIS specialist
- Health and safety specialist

## Professional Certifications

If you wish to pursue a designation in the field of human resources, the courses in this program may be credited by:

- The Human Resources Professionals Association (HRPA) towards the Certified Human Resources Professional (CHRP) designation.
- The International Personnel Management Association (IPMA) towards the Certified Professional or Certified Specialist designations (IPMA – CP or IPMA – CS)

## Program of Study

| Course Code       | Course Name   | Weekly Hours |
|-------------------|---|--------------|
| <b>Semester 1</b> |   |              |
| HRM701            | Introduction to Human Resources Management          | 3            |
| HRM703            | Introduction to Business                            | 3            |
| HRM722            | Personnel Research Techniques and H.R.I.S.          | 3            |
| HRM831            | Design and Administration of Compensation Plans     | 3            |
| HRM843            | Occupational Health and Safety                      | 3            |
| HRM855            | The Legal Environment                               | 3            |
| <b>Semester 2</b> |   |              |
| HRM732            | Introduction to Financial and Management Accounting | 3            |
| HRM742            | Business Management and Organizational Behaviour    | 3            |
| HRM782            | Recruitment and Selection Techniques                | 3            |
| HRM822            | Human Resources Planning and Development            | 3            |
| HRM845            | Industrial Relations                                | 3            |
| HRM848            | Training Techniques and Practices                   | 3            |
| WTP100            | Work Term Preparation *                             | 1            |

### Work-Integrated Learning Term

| Course Code | Course Name                               | Weekly Hours |
|-------------|---|--------------|
| HRM441      | Human Resource Management,<br>Work Term * | 30           |

\* Work-Integrated Learning option only

## Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Contribute to the development, implementation, and evaluation of employee recruitment, selection, and retention plans and processes.
- Administer and contribute to the design and evaluation of the performance management program.
- Develop, implement, and evaluate employee orientation, training, and development programs.
- Facilitate and support effective employee and labour relations in both nonunion and union environments.
- Research and support the development and communication of the organization's total compensation plan.
- Collaborate with others, in the development, implementation, and evaluation of organizational health and safety policies and practices.
- Research and analyze information needs and apply current and emerging information technologies to support the human resources function.
- Develop, implement, and evaluate organizational development strategies aimed at promoting organizational effectiveness.
- Present and evaluate communication messages and processes related to the human resources function of the organization.
- Manage own professional development and provide leadership to others in the achievement of ongoing competence in human resources professional practice.
- Facilitate and communicate the human resources component of the organization's business plan.
- Conduct research, produce reports, and recommend changes in human resources practices.

## Admission Requirements

- Ontario university or college degree or three-year college diploma or equivalent  
Applicants with an equivalent combination of partial postsecondary and/or three to five years related work experience may be considered for admission. A relevant resumé and references must be provided.
- English proficiency (<https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/english-proficiency.html>) for graduate certificates

Canadian citizens or permanent residents educated outside of Canada must provide a World Education Services (WES) or ICAS Canada credential evaluation.

## Notes

Graduates of the three-year Business Administration — Human Resources (BHR) program (<https://www.senecapolytechnic.ca/programs/fulltime/BHR.html>), or a similar program at an Ontario College, are not eligible for this graduate certificate program.

## International Student Information

International admissions requirements vary by program and in addition to English requirements (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html>), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada ([senecapolytechnic.ca](https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html)) (<https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html>).

## Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (<https://www.senecapolytechnic.ca/pathways.html>) web page.

Last updated: August 3, 2025 at 10:26 a.m.