

Human Resources Administration

Brief Program Description

The Human Resources Administration program prepares students with the skills for employment in a variety of work environments in business and industry. Specific emphasis will be placed on the accounting cycle, payroll, personal tax returns, accounting software, and payroll accounting. In addition, knowledge and skills in the areas of compensation and benefits, employee training and development, employment law and regulations, and employee recruitment and planning will be emphasized.

Career Occupation* (if applicable)

Employer-employee relations manager, human resources administrator, human resources manager, occupational health and safety manager, pay and benefits manager, personnel director, personnel services manager, personnel training and development manager, recruiting manager, personnel recruiter, staff relations manager

Admission Requirements

- High school diploma or equivalent or age of 19 or above
- English proficiency (one of):
 - TOEFL iBT 46 or equivalent in other TOEFL formats
 - IELTS 5.0
 - VDC English Placement Test – 55%

Learning Objectives*

Upon completion of this program the successful student will have reliably demonstrated the ability to:

- Apply Generally Accepted Accounting Principles (GAAP) to complete the accounting cycle manually and in a computer system and to prepare financial statements.
- Process payroll and related tax returns.
- Review compensation and benefit plans.
- Understand employment laws and ethics related to human resource management.
- Use oral and written communication skills to interact effectively in the work environment.

Method(s) of Evaluation*

In order to graduate, the student must successfully complete all of the academic courses with a minimum grade of 70% in any course and an overall average of 75%.

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Completion Requirements*	The program consists of 960 hours (48 weeks) of in-class instruction.
Program Duration	Students can expect to complete approximately 10 hours per week of homework during the program.
Homework Hours	Indicate how the program is delivered <input checked="" type="checkbox"/> In-class instruction <input type="checkbox"/> Distance education <input type="checkbox"/> Combined delivery (both in-class and distance)
Delivery Method(s)	
Required course materials	<ul style="list-style-type: none">• Understanding Business, 12th Edition by William G. Nickels, James M. McHugh, and Susan M. McHugh• Personal Finance, McGraw Hill Education, 2018• International Business, by J. Michael Geringer, Jeanne M. McNett, Michael S. Minor & Donald A. Ball, McGraw-Hill Publishing 2015. <p>Business Mathematics In Canada 10th Edition by F. Ernest Jerome, Tracy Worswick 2020 McGraw Hill Connect</p> <ul style="list-style-type: none">• College Accounting, 15th Edition by Price, Haddock and Farina, Copyright 2017• Microsoft Excel 2013 Benchmark Series by Rutkosky, Rutkosky, and Roggenkamp, Paradigm Publishing• Human Resource Management, Fifth Canadian Edition by Sandra Steen, Raymond Andrew Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright © 2019 McGraw Hill Connect• An Introduction to Canadian Payroll Administration 4th Edition by Alan Dryden 2020 McGraw Hill Connect• Employee Training and Development, Raymond A. Noe, Seventh Edition, ©2017, McGraw Hill/Irwin• The Law of Work, 2nd Edition by David J. Doorey Emond Publishing (Canadian Edition)•

Program Organization*

Program Outline
Davis College Vancouver

Human Resources Administration

Title of Course/Work Experience Component *	# of Hours*
MGT 102 Introduction to Business	80
MGT 110 Personal Finance	80
MGT 205 International Business	80
MTH 102 Business Mathematics	80
ACC 101 Accounting Principles I	80
ACC 102 Accounting Principles II	80
CAS 122 Spreadsheet Applications	80
CAS 212 Advanced Spreadsheet Applications	80
MGT 115 Human Resource Management	80
ACC 111 Payroll Accounting	80
MGT 160 Human Resource Training and Development	80
MGT 220 Human Resource Law and Benefits	80
Total Academic Hours	960