



**PETERS
SCHOOL**
Business

Eligible for
**FINANCIAL AID
& AWARDS**

BUSINESS ADMINISTRATION

HR MANAGEMENT SPECIALIZATION

2-Year Diploma

Step into Canada's thriving financial services industry and become the expert your clients trust. This program equips you with the critical skills to make a lasting difference in their financial futures.

PROGRAM LEARNING OUTCOMES

- ▶ Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- ▶ Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- ▶ Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- ▶ Communication: students will be able to present effective business communications in a variety of formats.
- ▶ Business Strategy: students will be able to strategize to plan for changes in business.

You might be a good fit for this program if you would enjoy:

- ▶ Working with people and engaging in problem-solving.
- ▶ Specializing and focusing on strategic Human Resource management.
- ▶ Building positive relationships that support collaboration, trust, and organizational success.
- ▶ Using technology to enhance decision-making and solve workplace challenges.
- ▶ Navigating sensitive conversations.
- ▶ Setting an example for others by respecting the privacy, confidentiality, and dignity of others.



Campus/Delivery Options

Victoria Avenue East campus
Parkland campus



Available Intakes

September, January, May



Work Integrated Learning

Learn by Doing

EXPECTATIONS

Program and Industry

- ▶ Engage in ongoing professional development to remain knowledgeable about current practices.
- ▶ Commit to high standards of ethical conduct including maintaining confidentiality, respecting human rights, and avoiding conflicts of interest.
- ▶ Build relationships throughout the organization and collaborate with other departments.
- ▶ Demonstrate empathy and emotional intelligence.
- ▶ Pay attention to detail and engage in continuous improvement.

CAREER OPPORTUNITIES

- ▶ Human Resources Coordinator
- ▶ Payroll and Benefits Administrator
- ▶ Recruitment Specialist
- ▶ Training and Development Coordinator
- ▶ HR Systems and Data Analyst
- ▶ Diversity, Equity, and Inclusion Coordinator

ADMISSION REQUIREMENTS

- ▶ A complete Manitoba Grade 12 or equivalent
- ▶ English 40G/40S or equivalent
- ▶ Consumer/Essential Mathematics 40S or equivalent

NEXT STEPS

Confidence in the career path you choose to embark on is key, and selecting the right program for you is the first step. At Assiniboine, we offer an opportunity to explore and experience a program before applying. Choose to:

SPEND A DAY WITH US

Our Spend a Day program runs from November to March for most programs. When you spend a day at Assiniboine, we partner you with a current student in the program of your choice and you will have the opportunity to:

- ▶ Participate in classroom activities
- ▶ Experience college life
- ▶ Explore all of our helpful services for students
- ▶ Meet current college students and instructors
- ▶ Enjoy a free lunch on us!

assiniboine.net/spendaday

ATTEND AN ONLINE INFO SESSION

Our free, live online information sessions give you the inside scoop on the program you're interested in and life at Assiniboine. Register in advance and from the comfort of your own home, log in to learn about Assiniboine.

assiniboine.net/infosessions



Ready to Start?
APPLY NOW!