

# HUMAN RESOURCE MANAGEMENT

**8-MONTH  
ADVANCED  
DIPLOMA**

Take your existing post-secondary education to the next level. Increase your employability with a specialized credential in human resource management.

## Why should you choose an advanced diploma in Human Resource Management?

### **1 Set yourself apart**

Build on your existing post-secondary education with this fast-tracked, focused advanced diploma that will prepare you to work in an HR department. Higher-level courses enhance critical thinking skills and Indigenous-focused content provides perspective on First Nation issues within a business context.

### **3 Higher-level training**

Develop and increase the skills and knowledge expected by industry. Core areas include advanced computer software systems, training and development, staffing policies and procedures, hiring practices, compensation and benefit programs, and navigating collective agreements. Partner with HR professionals currently working in industry on projects that will see you gain real-world experience for your resume and portfolio.

### **2 The art of people**

If you are passionate about helping people fulfill their potential and aiding businesses in strategically achieving their mission and vision, then this program is for you. Learn how to provide the important balance between employees and their employer so that everyone can achieve success. Become an integral part of a team that supports and nurtures an organization's most important asset—its employees.

### **4 Endless options**

Find opportunities in areas related to personnel administration: staffing, training and development, labour relations, compensation management and collective bargaining. Employment is available in industrial, commercial and government organizations.

#### CAMPUS/DELIVERY OPTIONS



Victoria Avenue East Campus

#### AVAILABLE INTAKES



September

#### WORK PLACEMENT(S)



N/A

## CAREER OPPORTUNITIES

Graduates can anticipate applying their business management skills in areas related to personnel administration: staffing, training and development, labour relations, and compensation management. Employment opportunities are available in industrial, commercial and government organizations.

## ADMISSION REQUIREMENTS

» Two-year diploma or university degree

English is the language of instruction at Assiniboine. All applicants educated outside of Canada or in a country not on the test exempt list are expected to meet the English language proficiency requirement. See [assiniboine.net/elp](https://assiniboine.net/elp) for more information.

## TECHNOLOGY REQUIREMENTS

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to [assiniboine.net/tech](https://assiniboine.net/tech) for detailed information.

## UNIQUE LEARNING EXPERIENCES

» Emphasis on practical, applied learning  
» Opportunities to use industry-specific software  
» Interact with, and learn from, business community leaders

## GRADUATION REQUIREMENTS

To graduate with an advanced diploma in Human Resource Management, students must successfully complete 60 academic credits.

The minimum passing grade for each course is indicated on the course outline.

## CONNECTIONS

Upon completion, students can begin the professional certification process for the Chartered Professional in Human Resources (CPHR). The CPHR designation is the nationally recognized industry standard of excellence for those working in the field of human resources.



Graduates who choose to pursue the CPHR designation may be eligible for a waiver from the National Knowledge Exam (NKE).

Visit [CPHR Manitoba](https://cpshr.ca) for more information about the requirements.

Assiniboine has a number of agreements with other colleges, universities and professional organizations, making it possible for students to apply credit taken at Assiniboine to programs at other institutions. For up-to-date information on agreements, visit [assiniboine.net/articulation](https://assiniboine.net/articulation) or the program page.

## PROGRAM FEES (DOMESTIC ONLY)

Tuition: **\$3,310** Course fees: **\$645**

Students' Association fees: **\$450**

Estimated textbooks, tools and supplies: **\$1,500**

*All fees are estimated and subject to change without notice. For international program pricing, if/when applicable, please visit [assiniboine.net](https://assiniboine.net).*

## COURSES 2023-24

NUMBER	COURSE TITLE	CREDITS
<b>REQUIRED COURSES</b>		
HRMG-0118	Compensation	6
COMP-0600	HRM Systems	6
HRMG-0115	Human Resource Law	6
HRMG-0036	Human Resource Management	6
HRMG-0039	Labour Relations	6
HRMG-0040	Staffing	6
HRMG-0034	Training and Development	6
<b>ELECTIVE COURSES</b>		
<i>Choose 18 credits from the following:</i>		
COMP-0598	Advanced Software	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
INDG-0005	Indigenous History	6
INDG-0006	Indigenous Human / Fiscal Issues	6
COMP-0601	Management Information Systems	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6

*Note: Timelines, applicable industry experience, and teaching methodology will depend on program delivery choice; program information sheets subject to change without notice. Visit [assiniboine.net](https://assiniboine.net) for the most up-to-date information.*

## NEXT STEPS

Apply now! Visit [assiniboine.net/applynow](https://assiniboine.net/applynow).

For more information on this program, visit [assiniboine.net/hrmanagement](https://assiniboine.net/hrmanagement).