

# HUMAN RESOURCES MANAGEMENT CERTIFICATE AND DIPLOMA

## Overview

*School of Business*

MacEwan.ca/HRManagement (<http://MacEwan.ca/HRManagement/>)

Human resource (HR) management professionals add value to their organizations by creating solutions to complex issues, such as succession planning, staffing strategies and adjusting to workplace change.

Designed by leading practitioners in the field, this program gives students both the skills and strategic insights necessary for successful human resources management practice. Students learn about general management theories, organizational behaviour, labour, and employee relations, employee training and development, compensation, staffing, workplace health and safety, employment law, and change management. The program combines case study analysis with exposure to actual human resources projects and challenges.

MacEwan University has made another move to prepare their Human Resources Management graduates for success in their careers. MacEwan University's Human Resources Management program is now accredited with the Chartered Professionals in Human Resources of Alberta (CPHR). Visit the CPHR Alberta Designation page (<https://www.cphrab.ca/become-a-CPHR>) which outlines the process required to achieve the designation, and includes information on how to apply to waive the National Knowledge Exam (NKE).

## Career Potential

Graduates of this program work in a variety of organizational settings and in a range of capacities. Typical positions include benefits assistants, human resources advisors, corporate trainers, employee relations coordinators, and recruiters.

## Contact Information

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## Program Requirements

The following program requirements are needed to complete the credential. Refer to the Student Plan as this plan identifies the usual course schedule.

### Complete 60 credits (20 courses) from this list:

| Code                    | Title                                       | Credits |
|-------------------------|---|---------|
| ACCT 311                | Introductory Accounting                     | 3       |
| BUSN 201                | Introduction to Sustainable Business        | 3       |
| ECON 101                | Introduction to Microeconomics              | 3       |
| ENGL 102<br>or WRIT 101 | Analysis and Argument<br>First Year Writing | 3       |
| HRMT 200                | Management of Human Resources               | 3       |
| HRMT 212                | Employee Relations                          | 3       |
| HRMT 214                | Recruitment & Selection                     | 3       |

|                      |  |           |
|----------------------|--|-----------|
| HRMT 216             | Total Compensation Management                              | 3         |
| MGTS 103             | Introduction to Business Statistics                        | 3         |
| MGTS 107             | Business Computing   | 3         |
| MGTS 113             | Introduction to Quantitative Decision-Making               | 3         |
| ORGA 201             | Introduction to Management                                 | 3         |
| ORGA 316             | Contemporary Organizational Behaviour and Theory           | 3         |
| ORGA 314             | Managing Negotiation                                       | 3         |
| ORGA 333             | Managing Change  | 3         |
| PROW 210             | Advanced Business Writing                                  | 3         |
| Options              | Choose 6 credits (two courses) from 300-level HRMT courses | 6         |
| Open Electives       | Choose 6 credits (two courses) from any subject            | 6         |
| <b>Total Credits</b> |  | <b>60</b> |

The minimum passing grade for a course at MacEwan University is a D unless otherwise noted next to the appropriate course in the program of study.

## Student Plan

Students must follow the Student Plan (listed below) to complete this credential in the year(s) indicated by the plan. Students must consult with a program Academic Advisor regarding any deviation from the Student Plan, as this may extend the time it takes to complete the program.

| Year 1                  |         |  |           |
|-------------------------|---------|--|-----------|
| Term 1                  | Credits | Term 2   | Credits   |
| ECON 101                |         | 3 ACCT 311   | 3         |
| ENGL 102 or WRIT 101    |         | 3 HRMT 212   | 3         |
| HRMT 200                |         | 3 HRMT 214   | 3         |
| MGTS 113                |         | 3 ORGA 316   | 3         |
| ORGA 201                |         | 3 Open Elective  | 3         |
|                         |         | <b>15</b>  | <b>15</b> |
| Year 2                  |         |  |           |
| Term 1                  | Credits | Term 2   | Credits   |
| BUSN 201                |         | 3 MGTS 103   | 3         |
| HRMT 216                |         | 3 ORGA 333   | 3         |
| MGTS 107                |         | 3 PROW 210   | 3         |
| ORGA 314                |         | 3 Option Requirement:<br>Choose 6 credits (2 courses) from any HRMT course | 6         |
| Open Elective           |         | 3  |           |
|                         |         | <b>15</b>  | <b>15</b> |
| <b>Total Credits 60</b> |         |  |           |

## Admission Requirements

Applicants may be admitted to one of the following:

### Regular Admission

*To be evaluated through the Office of the University Registrar*

Applicants must have a minimum overall average of 65 percent, with no course lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Math 30-1 or Math 30-2
3. Three subjects from Group A, B, C or D

#### Notes:

- Applicants are strongly encouraged to present a broad range of subjects in order to benefit from the breadth of learning and to increase flexibility of future program and course choices.
- A maximum of two Group B subjects may be presented; they must be from different disciplines.
- A maximum of one Group D subject may be presented. Group D subjects used for admission must be 5-credit or any credit combination of at least 5 credits (e.g., two 3-credit subjects).

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

### Mature Admission

*To be evaluated through the Office of the University Registrar*

Applicants must be 20 years of age or older and have been out of full-time high school at least one year by the beginning of the intake term. Applicants must have a minimum overall average of 65 percent, with no course grade lower than 50 percent, in the following high school courses:

1. ELA 30-1 or ELA 30-2
2. Math 30-1 or Math 30-2

Applicants with nine or more post-secondary level credits must also present a minimum Admission Grade Point Average (AGPA) of 2.0 on a 4.0 scale.

### Previous Post-Secondary Admission

*To be evaluated through the Office of the University Registrar*

Admission in this category does not imply or guarantee the transfer of any coursework and/or credential unless a block transfer agreement (internal or external) is in effect and published in the Calendar by the Office of the University Registrar. In addition, transfer of coursework does not imply or guarantee that an applicant will be admitted.

Applicants must have successfully completed one of the following with a minimum Admission Grade Point Average (AGPA) of 2.0 on the 4.0 scale from a recognized institution:

- A business credential (minimum 30 credits).

OR

- A minimum of 24 university-level credits and must have completed the English and Math requirements listed under the Regular or Mature Admission category.

## Additional Admission Criteria

All applicants must meet the following:

### 1. English Language Proficiency

*To be evaluated through the Office of the University Registrar*

#### Applicable to All Admission Categories

All applicants must meet an acceptable level of English language proficiency. We will require official documents such as high school or post-secondary transcripts or proof of successful completion of standardized language evaluation. Full details are available in MacEwan University's academic calendar or online at [MacEwan.ca/ELP](http://MacEwan.ca/ELP).