

HUMAN RESOURCES MANAGEMENT

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.

This full-time, two-year diploma is delivered evenings and Saturday mornings. This format enables our instructors, HR professionals and specialists, to be available to teach in the program. The program is also available in a part-time and online format.

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/cphr-designation>) 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.

Transferability

Internal Opportunities

MacEwan University is committed to providing bridging and laddering opportunities to its certificate and diploma graduates. Graduates of this diploma may be granted up to 60 credits to MacEwan University's Bachelor of Commerce degree and up to 27 credits to the Bachelor of Arts degree. Students are advised to consult a program advisor for specific admission requirements.

External Opportunities

All courses completed for the Human Resources Management certificate and diploma programs are credit courses and may be transferable individually toward further study at other Alberta institutions. Students presenting a completed diploma in this program may be eligible for a block transfer to other Alberta institutions. For current, detailed information on individual course and diploma transferability, refer to the Learner Pathways System at www.transferalberta.ca (<http://www.transferalberta.ca>) or contact the receiving institution directly.

Contact Information

T: 780-497-5162

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Categories of Admission

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 present a minimum of 24 post-secondary credits with a minimum Admission Grade Point Average (AGPA) of 2.0 on the 4.0 scale and must have completed the required core courses listed under the Regular or Mature 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.

Program of Study

Human Resources Management Certificate (30 Credits - Year I)

Human Resources Management Diploma (60 Credits - Year I and II)

Course	Title	Credits
Year I		
Term I		
ENGL 102 or WRIT 101	Analysis and Argument or First Year Writing	3
FNCE 113	Introduction to Quantitative Decision-Making	3
HRMT 200	Management of Human Resources	3
MGMT 107	Business Computing	3
MGMT 122	Organizational Behaviour	3
Credits		15
Term II		
BUSN 201	Introduction to Sustainable Business	3
HRMT 131	Compensation	3
HRMT 145	Staffing	3
HRMT 160	Training and Development	3
LEGL 312	Legal Issues in the Workplace	3
Credits		15
Year II		
Term III		
ACCT 111	Financial Accounting I	3
HRMT 151	Employee and Labour Relations	3
ORGA 233	Organizational Effectiveness and Change	3
PROW 210	Advanced Business Writing	3
Non Business Elective		3
Credits		15
Term IV		
HRMT 231	Employee Benefits	3
HRMT 275	Workplace Health and Safety	3
HRMT 295	Strategic Human Resources Management	3
ORGA 314	Managing Negotiation	3
Elective		3
Credits		15
Total Credits		60

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.

Course Substitutions

Credit Earned in:	May Be Substituted for Credit in Program Course:
ACCT 311	ACCT 111
HRMT 130 & HRMT 230	HRMT 131 & HRMT 231
HRMT 314	HRMT 145
HRMT 316	HRMT 131
HRMT 318	HRMT 160
HRMT 331	HRMT 231
HRMT 412	HRMT 151
HRMT 475	HRMT 275
ORGA 201	MGMT 121
ORGA 433	ORGA 233