HUMAN RESOURCES MANAGEMENT CERTIFICATE AND DIPLOMA

Overview

Triffo 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 (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 212	Introductory Accounting	3
BUSN 201	Introduction to Sustainable Business	3
ECON 101	Introduction to Microeconomics	3
ENGL 102 or WRIT 101	Analysis and Argument 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 101	Introduction to Management	3
ORGA 314	Managing Negotiation	3
ORGA 316	Contemporary Organizational Behaviour and Theory	3
ORGA 330	Managerial Skill Development	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 Elective: Choose any subject		3
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.

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 212	3
ENGL 102 or WRIT 101	3	HRMT 212	3
HRMT 200	3	HRMT 214	3
MGTS 113	3	ORGA 316	3
ORGA 101	3	Open Elective	3
	15		**15**

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: Choose 6 credits (2 courses) from any HRMT course	6
ORGA 330	3		
	15		**15**

Total Credits 60

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.