

Part and Full Time 2025 – 2026

PROGRAM LENGTH: 2 years

BRIEF DESCRIPTION: Advance Your Career with NLC's Human Resource Management Diploma Program! If you aspire to work in Human Resources, our Human Resource Management Diploma program is the perfect choice for you. This program allows you to specialize in the dynamic field of human resource management and is available on both a full-time and part-time basis. Program Highlights: Certification Preparation: Our curriculum is designed to help you prepare for the national exam required to become a Chartered Professional in Human Resources (CPHR). Comprehensive Learning: Gain in-depth knowledge of labour laws, taxation laws, human rights, and employment standards. Learn to handle employee recruitment, retention, and workplace health and safety. Industry Relevance: As businesses grow, the need for skilled HR professionals who can provide guidance, advice, and leadership on complex issues becomes crucial. Why Choose Our Program? Flexible Learning Options: Choose between full-time or part-time study to fit your schedule. Dual Credit Opportunities: Get a head start on your career certification while completing your high-school education. Expert Instruction: Learn from experienced professionals who bring real-world insights into the classroom. Career Opportunities: Graduates are well-prepared to take on roles in HR departments across various industries. For more information, please contact the Business & Administrative Studies Program Administrator.

EMPLOYMENT & FURTHER EDUCATION: Graduates of this diploma program would gain employment within HR departments of private and public sector companies. Job titles include; Human Resources Assistant, Human Resources Officer, Human Resources Coordinator, Personnel Officer, Personnel and Recruitment Officers, Staffing Coordinator

PROGRAM OF STUDY:

Year 1:

Term 1	ACCT1110 COMP1010 ECON1010 ENGL1110 MGMT1110	Introductory Accounting (3) Introduction to Computer Applications (3) <i>(Also offered in Term 3)</i> Microeconomics (3) Business Communications (3) <i>(Also offered in Term 3)</i> Business Math (3)
Term 2	ECON1110 MGMT1050 MGMT1256 MGMT1310 MGMT1220	Macroeconomics (3) Business Law (3) Principles of Management (3) Marketing (3) Organizational Behavior (3)
Term 3	ENGL1110 COMP1010	Business Communication (3) Introduction to Computer Applications (3)

Year 2:

Term 1	COMM2115 HRMT2115 HRMT2155 HRMT2175	Communications and Information Management (3) Introduction to Human Resource Development (3) Employee and Labour Relations (3) Recruitment and Selection (3)
Term 2	HRMT2125 HRMT2135 HRMT2165 HRMT2185	Compensation and Reward Systems (3) Training, Development and Performance Management (3) Strategic Human Resource Planning and Management (3) Employment Law (3)
Term 3	HRMT2005 HRMT2145 HRMT2195	Human Resources Management Practicum (4) <i>(available in all three terms)</i> Occupational Health, Safety, and Wellness (3) Negotiations and Conflict Resolution in the Workplace (3)

PROGRAM DELIVERY: This program uses a supported distance learning model. This includes regularly scheduled classes and/or tutorial sessions using Collaborate and D2L Brightspace, self-directed study, and an optional practicum placement. Attendance in live classes is encouraged, but not mandatory. Students can access a campus for additional supports. This program is supported in a Windows® environment and uses Microsoft® software and programs. To learn more about Brightspace and to experience using it, check out this guide: <https://www.northernlakescollege.ca/public/download/files/101449>

ADMISSION REQUIREMENTS: Fluency in English: Credit in English 0190 or English 30-1 or 60% in English 30-2. Credit in Pure Math 30, Applied Math 30, Math 30-1, 30-2 or 60% in Math 30-3. Equivalent English and Math courses will also be considered. Applicants without the academic requirements will be considered if they satisfactorily complete an ACCUPLACER assessment.

ADMISSION NOTE: Human Resource Management is offered on a full-time or part-time basis in 2025-2026. For program and advising information, please contact Chelsey Kinney at 780-849-8681 or kinneyc@northernlakescollege.ca

COST ESTIMATES: **Note:** All fees are subject to change.

	Tuition	Student Association	Technology	Est. TOTAL (Core only)
Year 1 Term 1	\$2,730.00	\$202.50	\$180.00	\$3,112.50
Term 2	\$2,754.00	\$202.50	\$180.00	\$3,136.50
Term 3	\$ 546.00	\$ 40.50	\$ 36.00	\$ 622.50
Year 2 Term 1	\$2,280.00	\$162.00	\$144.00	\$2,586.00
Term 2	\$2,280.00	\$162.00	\$144.00	\$2,586.00
Term 3	\$1,140.00	\$ 81.00	\$ 72.00	\$1,293.00
Term 3 (w/ optional course)	\$1,900.00	\$135.00	\$120.00	\$2,155.00

Textbooks are not payable to Northern Lakes College. Please view our website for a list of applicable textbooks that must be purchased for the program.

PROGRAM OFFERINGS: Any Location.

OFFERING DATES:

Term 1: September 2 – December 18, 2025

Term 2: January 2 – April 22, 2026

Term 3: May 1 – June 25, 2026

Orientation Date: Orientation for the program will occur via NLC Live Online on September 2, 2025. Orientation letters will be sent to students from the program area.

APPLICATION PROCESS:

- **APPLICATION:** Applicants can apply directly online through the Northern Lakes College website at www.northernlakescollege.ca . Applications may also be submitted directly through Apply Alberta www.ApplyAlberta.ca
- **APPLICATION DEADLINE:** Applicants are accepted and reviewed on a continuous basis. Applicants are advised to apply early, at least 3 months prior to the program start date, to allow time to complete application processes and arrangements for funding. Space is limited in some programs and locations and applicants are accepted on a first qualified, first served basis.
- **TRANSCRIPTS:** Provide an official post-secondary transcript. This must be forwarded directly to Northern Lakes College, Admissions Services, from the granting institution (there may be a charge for this). When transcripts are received at NLC, they are reviewed to determine if the academic requirements for admission to the program are met.

- **ACCEPTANCE:** Applicants who meet the academic requirements will be accepted and offered a space in the next available offering of the program. In some cases, the spaces at a specific location may be full and accepted applicants will be placed on a waitlist. These applicants will be accepted in the order of 'first qualified, first served.' It may also be possible to transfer to another location if there is space. Applicants will receive a letter informing them of their acceptance status.
- **REGISTRATION & COMMITMENT FEE:** Accepted applicants in all career programs will be required to complete registration forms within one month of receiving their acceptance letter. This registration includes a \$100.00 (domestic student) or \$300 (international student) Commitment fee deposit. This fee is **non-refundable & non-deferrable** and will be applied to your tuition once the term begins.
- **FUNDING:** Applicants are encouraged to check into funding options early (a minimum of 2 months prior to program start date) and are responsible for forwarding any sponsorship letters to Admissions as soon as possible. Specific awards related to this program include: CCEC partnership Bursary, Roland Gladue Memorial Scholarship, TransCanada Partnership Award. Please visit the NLC website: Financial Aid, Scholarships and Funding page to learn more.
<https://www.northernlakescollege.ca/awards>
- **ORIENTATION:** Before the start date of the program, accepted applicants will receive information about orientation dates, times, locations and other information to assist them in planning. Students must attend orientation at one of the specified dates and locations.

CONTACT INFORMATION:

For any assistance, questions or concerns, the following college staff are available:

Program Coordinator:

Chelsey Kinney 1-866-652-3456

email: kinneyc@northernlakescollege.ca

Questions about program content, employment opportunities for the program.

Other Inquiries:

Admissions Services 1-866-652-3456

email: admissions@northernlakescollege.ca

Including General inquiries about College services & programs, student housing, library, facilities