

Part Time 2024 - 2025

PROGRAM LENGTH: 2 years

BRIEF DESCRIPTION: If you have a goal of working in Human Resources, this diploma program is for you. You will continue to build upon the concepts developed from the Business Administration Certificate. The Human Resource Management Diploma allows you to specialize in the human resource field. This program is offered on a part-time basis. It will help prepare you to write the national exam required to be a Certified Human Resources Professional. Human Resources has become increasingly complex. Employers are expected to interpret, understand and implement labor laws, taxation laws, human rights and employment standards. They deal with issues of employee recruitment, employee retention, and health and safety in the workplace. As companies grow, it is necessary to have Human Resource departments that give guidance, advice, and leadership around these specialized issues. Please contact the Business Programs Coordinator for more information

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

Year 2:

| | | |
|---------------|----------|---|
| Term 1 | HRMT2115 | Introduction to Human Resource Development (3) |
| | HRMT2175 | Recruitment and Selection (3) |
| | HRMT2185 | Employment Law (3) |
| Term 2 | HRMT2125 | Compensation and Reward Systems (3) |
| | HRMT2135 | Training, Development and Performance Management (3) |
| | HRMT2165 | Strategic Human Resource Planning and Management (3) |
| Term 3 | HRMT2195 | Negotiations and Conflict Resolution in the Workplace (3) |
| | HRMT2005 | Human Resource Management Practicum (4) <i>(Optional)</i> |
| | HRMT2145 | Occupational Health, Safety, and Wellness (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 part-time basis in 2024-2025. Students enrolled in the Business Administration Certificate Program (Year 1) may enroll in the Diploma Program (Year 2) providing they have completed 5 certificate courses with a GPA of 1.7. Two of the five courses must be ENGL1110 (Business Communications) and MGMT1220 (Organizational Behavior). 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 | \$2490.00 | \$187.50 | \$180.00 | \$2857.50 |
| Term 2 | \$2562.50 | \$187.50 | \$180.00 | \$2929.50 |
| Term 3 | \$ 498.00 | \$ 37.50 | \$ 36.00 | \$ 571.50 |
| Year 2 Term 1 | \$1710.00 | \$112.50 | \$108.00 | \$1930.50 |
| Term 2 | \$1710.00 | \$112.50 | \$108.00 | \$1930.50 |
| Term 3 | \$1140.00 | \$ 75.00 | \$ 72.00 | \$1287.00 |
| Term 3 (w/ optional course) | \$1900.00 | \$125.00 | \$120.00 | \$2145.00 |

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 | Application Deadline |
|----------------|---------------------------------|-----------------------------|
| Term 1: | September 3 – December 12, 2024 | August 2, 2024 |
| Term 2: | January 6 – April 17, 2025 | December 2, 2024 |
| Term 3: | May 1 – June 25, 2025 | April 1, 2025 |

Orientation Date: August 30, 2024 via NLC Live Online

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 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