



## HUMAN RESOURCE MANAGEMENT DIPLOMA

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**DURATION**

12 Months Full-time

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**TUITION**

\$12,500 Domestic  
\$17,000 International

\$12,200 Domestic \*August 2017  
\$18,000 International \*August 2017

*Fees in Canadian Dollars and subject to  
change.*

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**STARTING**

May  
August

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# Human Resource Management Diploma

This 4X award winning and CPHR accredited program distinguishes itself from other academic competitors by layering traditional elements of human resource management with a heavy emphasis on leadership, concrete business tools, and effective communication tools. This highly recognized academic credential serves both the experienced practitioner lacking formal education and the university graduate seeking business expertise. Graduates of this program will attain both a Human Resource Management Diploma and a Management Certificate.

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## Full-time Program Tuition, Fees, and Expenses:

\$12,500\* Domestic Students Tuition

\$18,000\* International Students Tuition

Estimated Textbook and Supplies: \$2,000\*\*  
Laptop Required

\* Fees in Canadian Dollars and subject to change. \*\*  
Textbook costs may vary depending on new, rental, used, or electronic purchasing choices.

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## Career Opportunities

Graduates have established exciting careers in the following areas:

- Human Resource Coordinator,
- Assistant, Manager or Director
- Payroll Administrator or Manager
- Employment Equity Officer
- Change Management Coordinator
- Benefits Coordinator or Administrator
- Compensation Manager
- Safety Officer
- Corporate Trainer or Organizational Staff Development Officer
- Corporate Recruiter

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## Additional Comments

The Human Resource Management Program aligns its knowledge outcomes with industry-recognized standards and best professional practice, earning graduates top scores on the CPHR designation examinations. Further, students will have the opportunity to obtain their WHMIS certification through the Managing Occupational Health, Safety, and Environment course. For information on the CPHR (Chartered Professional in Human Resources) designation, please contact the Human Resource Management Association of Manitoba at (204) 943-2836 or [www.cphrmb.ca](http://www.cphrmb.ca)

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## Full-time Program Features

- Resume and Job Search Training
- Membership CPHR
- Designation-Aligned Curriculum
- Includes an Internship Placement\*
- WHMIS Certification
- Industry-Recognized Instructors

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## Ideal Applicants

- Strong Moral and Ethical Compass
- Procedural, Methodical, and Systems-Oriented
- Empathetic and Clear Communicator

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## Top Jobs

Human Resources has been identified by Forbes.com as the #5 Top Job of 2013

Source: Smith, Jacqueline. "The Top Jobs of 2013." *Forbes*, 06 Dec 2012.

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## Internship\*

Internships provide a pathway to a wider network of industry contacts and offers students a chance to try out potential employers. Internships provide students with an opportunity to further develop their professional skills, while gradually increasing work responsibilities under the guidance of a seasoned practitioner.

*\*Subject to Eligibility*

*A four week internship is included in the course duration*

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## Articulation for Credit

Graduates of the Human Resource Diploma Program may be eligible for credit towards an undergraduate degree at The University of Winnipeg.

*Please see Pathways to UW Degrees on our website: [pace.uwinnipeg.ca](http://pace.uwinnipeg.ca)*

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## Curriculum

- Business Fundamentals
- Case Studies in Human Resource Management
- Collective Bargaining
- Compensation & Benefits
- CPA: Payroll Compliance Legislation
- Creating Inclusive Workplaces: Accessibility to Accommodation
- Cultural Dimension & Environmental Influences
- Effective Oral Communication
- Effective Written Communication
- Essential Skills for Managers
- Ethics & Corporate Social Responsibility
- Financial Management for Non-Financial Managers
- Employment & Labour Law
- Indigenous Perspective Seminar
- Labour-Management Relations
- Leadership Development
- Managing Conflict
- Managing Occupational Health, Safety & Environment
- Managing Organizational Change
- Microsoft Excel
- Microsoft Word
- Organizational Behaviour
- Principles of Human Resource Management
- Project Management Fundamentals
- Recruitment & Selection
- Resume Building & Job Search Techniques
- Strategic Human Resource Planning
- Training & Development

Note: Program content subject to change given local job market requirements.

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**APPLY ONLINE AT** [PACE.UWinnipeg.ca](http://PACE.UWinnipeg.ca)

**FOR MORE INFORMATION:** [PACEft@uwinnipeg.ca](mailto:PACEft@uwinnipeg.ca)

**MAILING ADDRESS:** University of Winnipeg PACE | 515 Portage Avenue | Winnipeg, MB | R3B 2E9 | Canada

**LOCATION:** Buhler Center | 460 Portage Avenue (at Memorial Boulevard) | Winnipeg, MB