



# Human Resources Management

## PROGRAM OVERVIEW

This full-time 40-week program provides comprehensive education in current Human Resources Management theory and practices. (September-June every year)

The program is intended for those seeking employment in the Human Resources field and for Human Resources professionals who wish to expand or update their skills.

Learning activities are highly experiential as students take part in projects, role play situations, and work attachment to combine both classroom learning and practical.

## SPECIAL CONSIDERATIONS

Human Resources Management is a relatively new field of study for the human resources profession. Anyone who wishes to pursue a career in the field of human resources will find this program valuable.

The program also prepares the human resources intern who wishes to write the knowledge exam for their Certified Human Resources Professional (**CHRP**) designation.

## ADMISSION REQUIREMENTS

University degree or two-year college diploma and work experience or equivalent training/experience.

Demonstrated competency in word processing, spreadsheet, presentation software, Internet research, writing, and oral communication.

## EMPLOYMENT OPPORTUNITIES

Graduates may be employed in the public or private sector, including, manufacturing and IT industries, placement agencies and service centres. Graduates may also be self-employed in the human resources field.

Graduates obtain positions in the areas of recruitment, training, labour relations, compensation, benefits, pension, as well as many other diverse areas.



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## PROGRAM OF STUDIES

- Recruitment and Selection
- Performance Management Systems
- Employee/Labour Relations
- Training and Development
- Compensation and Benefits
- Human Resources Management Systems
- Organizational Behavior
- Job and Organization Design
- Work Term: Industry Project
- Human Resources Strategies
- Computer Applications
- Business Fundamentals
- Research and Report Writing
- Employment Strategies
- Work Term: Work Assignment
- Managing OHS in the Workplace

Course work involves significant teamwork and opportunities to work with the human resources community on projects and work attachment.

## PROGRAM FEES

- Tuition \$7,950
- Books \$1,200
- Student Fee \$ 75

## FINANCIAL ASSISTANCE

Students may be eligible to receive a student loan. Telephone 1-800-667-5626 or [www.studentaid.gnb.ca](http://www.studentaid.gnb.ca)

Students may be eligible for sponsorship through Training and Skills Development. Telephone 1-888-434-7070 or [www.gnb.ca/0311/2be.htm](http://www.gnb.ca/0311/2be.htm)

## APPLICATIONS

Students are requested to forward their completed application and transcript of marks directly NBCC Moncton Campus. There is no fee to apply.

## FOR FURTHER INFORMATION, PLEASE CONTACT:

Kim Gallant, Department Head  
TEL: (506) 856-2890  
[Kim.gallant@gnb.ca](mailto:Kim.gallant@gnb.ca)

# APPLICATION FORM NBCC MONCTON

Human Resources Management  
September 2010 – June 2011

*Please print:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Social Insurance Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Degree/Diploma: \_\_\_\_\_

(a copy of your degree/diploma must accompany your application)

University/College: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Computer Training: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward your application form, proof of degree/diploma and resume to:**

Janice Mann  
Business Department  
NBCC Moncton  
1234 Mountain Road  
Moncton, NB E1C 8H9  
Fax: 506-856-3171  
Email: [janice.mann@gnb.ca](mailto:janice.mann@gnb.ca)