

REGISTRATION GUIDE:

The information in this Registration Guide is accurate at the time of printing and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choice. Students should use the Registration Guide dated the year in which they began the program. This guide should be used in conjunction with the official version of the Keyano College Credit Calendar (keyano.ca/creditcalendar), and calendars of appropriate transfer institutions.

Register for courses online at www.selfservice.keyano.ca

If you need assistance contact a Student Advisor: student.advisors@keyano.ca

Academic Year: 2021-2022

Program Name: Human Resource Management Certificate

Add Courses to Schedule (choose up to 5 courses per semester)

| Fall Semester | | | | | Winter Semester | | | | |
|-------------------------|---------|--|-----------------------|---------|-------------------------|---------|--|-----------------------|---------|
| COURSE CODE | SECTION | COURSE NAME | MINIMUM PASSING GRADE | CREDITS | COURSE CODE | SECTION | COURSE NAME | MINIMUM PASSING GRADE | CREDITS |
| Required BUS 107 | HR | Business Communication I (can be taken in Fall OR Winter) | D | 3 | Required BUS 107 | HR | Business Communication I (can be taken in Fall OR Winter) | D | 3 |
| Required BUS 270 | HR | Organizational Behaviour (can be taken in Fall OR Winter) | D | 3 | Required BUS 117 | HR | Business Communication II | D | 3 |
| Required BUS 271 | HR | Human Resource Management (can be taken in Fall OR Winter) | D | 3 | Required BUS 270 | HR | Organizational Behaviour (can be taken in Fall OR Winter) | D | 3 |
| Elective BUS 272 | A | Industrial Relations | D | 3 | Required BUS 271 | HR | Human Resource Management (can be taken in Fall OR Winter) | D | 3 |
| Elective BUS 276 | E | Benefits & Compensation Management | D | 3 | Elective BUS 274 | E | Staffing | D | 3 |
| Elective BUS 279 | E | Performance Management | D | 3 | Elective BUS 278 | E | Training & Development | D | 3 |

Full Time Status for Fall is 9 credits or more

Full Time Status for Winter is 9 credits or more

You can register for a maximum of 15 credits (or five 3-credit courses) per semester.

Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at transferalberta.ca. Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

Graduation

- You must successfully complete the four (4) required courses: BUS 107, BUS 117, BUS 270 & BUS 271.
- You must successfully complete at least four (4) elective courses: BUS 272, BUS 274, BUS 276, BUS 278 or BUS 279.

Students with a passing grade in each course, who successfully complete the program of study and obtained an overall Grade Point Average of 1.7 or better shall be issued a certificate. **Grades of D may impact your eligibility to graduate.**

Completing the courses above will not be sufficient for graduation, please see our Credit Calendar for the full list of courses required for graduation.