

## 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](https://keyano.ca/creditcalendar)), and calendars of appropriate transfer institutions.

Register for courses online at <https://selfservice.keyano.ca/SelfService/Home.aspx>

If you need assistance, contact a Student Advisor: [student.advisors@keyano.ca](mailto:student.advisors@keyano.ca)

If you deviate from this guide, you may not complete the required courses on time to graduate.

**Academic Year: 2023-2024**

**Program Name: Human Resource Management Certificate**

## Add Courses to Schedule

Fall Semester (max 15 credits)					Winter Semester (max 15 credits)				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
<b>Required BUS 107</b>	HR	Business Communication I	D	3	<b>Required BUS 117</b>	HR	Business Communication II	D	3
<b>Required BUS 270</b>	HR	Organizational Behaviour (can be taken in Fall <b>OR</b> Winter)	D	3	<b>Required BUS 270</b>	HRHF	Organizational Behaviour (can be taken in Fall <b>OR</b> Winter)	D	3
<b>Required HRM 100</b>	AHF	Introduction to Human Resource Management (can be taken in Fall <b>OR</b> Winter)	D	3	<b>Required HRM 100</b>	AHF	Human Resource Management (can be taken in Fall <b>OR</b> Winter)	D	3
<b>Elective HRM 102</b>	E	Industrial Relations (can be taken in Fall <b>OR</b> Winter)	D	3	<b>Elective HRM 102</b>	E	Industrial Relations (can be taken in Fall <b>OR</b> Winter)	D	3
<b>Elective HRM 202</b>	A	Training & Development	D	3	<b>Elective HRM 101</b>	EHF	Human Resource Management Methods	D	3
<b>Elective HRM 204</b>	EHF	Strategic Compensation & Benefits	D	3	<b>Elective HRM 201</b>	A	Occupational Health & Safety	D	3

Full time status for Fall is **9 credits** or more.

Full time status for Winter is **9 credits** or more.

Courses labeled "required" are the four (4) core courses that must be completed to earn your certificate. Course labeled "elective" are optional courses that you can complete, you are required to complete four (4) elective courses to earn your certificate.

### Transferability

For information on transfer to various post-secondary institutions, please refer to the Alberta Transfer Guide at [transferralberta.alberta.ca](https://transferralberta.alberta.ca). Please note that every institution has its own policy regarding minimum grades needed for transfer credit.

### Graduation

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.**