

## 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](http://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:** 2022-2023

**Program Name:** Human Resource Management Certificate

### Add Course 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</b> BUS 107	HR	Business Communication I	D	3	<b>Required</b> BUS 117	HR	Business Communication II	D	3
<b>Required</b> BUS 270	HRHF	Organizational Behaviour (can be taken in Fall <b>OR</b> Winter)	D	3	<b>Required</b> BUS 270	HRHF	Organizational Behaviour (can be taken in Fall <b>OR</b> Winter)	D	3
<b>Required</b> BUS 271	INTA	Human Resource Management (can be taken in Fall <b>OR</b> Winter)	D	3	<b>Required</b> BUS 271	E	Human Resource Management (can be taken in Fall <b>OR</b> Winter)	D	3
<b>Elective</b> BUS 272	E	Industrial Relations	D	3	<b>Elective</b> BUS 274	E	Staffing	D	3
<b>Elective</b> BUS 276	INTA	Benefits & Compensation Management	D	3	<b>Elective</b> 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](http://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 four (4) elective courses: choose from BUS 212, BUS 272, BUS 274, BUS 276, BUS 277, 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 diploma. **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.**

Please visit the [Keyano College COVID-19 Information Page](#) to review the most up-to-date information on COVID-19 health requirements, restrictions, exemptions, and accommodations for Keyano College students.