

## 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 [www.selfservice.keyano.ca](http://www.selfservice.keyano.ca)

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

**Academic Year:** 2020-2021

**Program Name:** Human Resource Management Certificate

### Add Courses to Schedule

Fall Semester					Winter Semester				
COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS	COURSE CODE	SECTION	COURSE NAME	MINIMUM PASSING GRADE	CREDITS
<b>Required BUS 101</b>	HR	Report Writing & Presentations (also available in Winter)	D	3	<b>Required BUS 101</b>	HR	Report Writing & Presentations(also available in Fall)	D	3
<b>Required BUS 102</b>	E	Interpersonal Skills for Business (also available in Winter)	D	3	<b>Required BUS 102</b>	A & H	Interpersonal Skills for Business (also available in Fall)	D	3
<b>Required BUS 270</b>	A	Organizational Behaviour (also available in Winter)	D	3	<b>Required BUS 270</b>	A or E	Organizational Behaviour(also available in Fall)	D	3
<b>Required BUS 271</b>	E	Human Resource Management (also available in Winter)	*C-	3	<b>Required BUS 271</b>	A	Human Resource Management (also available in Fall)	*C-	3
<b>Elective BUS 272</b>	A	Industrial Relations	D	3	<b>Elective BUS 274</b>	E	Staffing	D	3
<b>Elective BUS 276</b>	E	Benefits & Compensation Management	D	3	<b>Elective BUS 278</b>	E	Training & Development	D	3
<b>Elective BUS 279</b>	E	Performance Management	D	3					

Full Time Status for Fall is 9 credits or more

Full Time Status for Winter is 9 credits or more

**\* Minimum grade of C- is required for BUS 271 as it is a pre-requisite for elective courses BUS 274 - 279**

### 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

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.**