

Registration Guide 2026-2027

Human Resource Management Diploma

Self Service instructions can be found here: <https://www.keyano.ca/student-services/office-of-the-registrar/course-registration-guides#selfservice>

- Please see the table below for the recommended course sequence, including prerequisites for each course. If you do not follow this sequence, it may take additional time and costs to complete your program.
- **Please Note: All schedules are tentative and subject to change until the [last day to add/drop classes](#) each term.**

Recommended course sequence:

Max Credits	Course Code	Course Name	Prerequisite course(s)	Credits	Min Pass
Year 1, Term 1 (Fall)					
15 (9 FT)	BUS 103	Introductory Business Computing		3	D
	BUS 107	Business Communications I		3	D
	BUS 191	Management		3	D
	BUS 239	Marketing		3	D
	HRM 100	Introduction to Human Resource Management		3	D
Year 1, Term 2 (Winter)					
15 (9 FT)	BUS 117	Business Communications II	BUS 107	3	D
	BUS 260	Business Law		3	D
	BUS 270	Organizational Behaviour	BUS 191	3	D
	HRM 101	Human Resource Management Methods	HRM 100	3	D
	HRM 102	Industrial Relations		3	D
Year 2, Term 1 (Fall)					
12 (9 FT)	BUS 299	Strategic Management	Min of 7 BUS courses	3	D
	HRM 200	Strategic Staffing	HRM 100	3	D
	HRM 201	Occupational Health & Safety	HRM 100	3	D
	HRM 202	Training & Development	HRM 100	3	D
Year 2, Term 2 (Winter)					
15 (9 FT)	HRM 203	Human Resources Analytics	BUS 103, 107, 117, 191, 270, 299 & HRM 100	3	D
	HRM 204	Strategic Compensation & Benefits	HRM 100	3	D
	HRM 205	Advanced Strategic Human Resource Management	HRM 100	3	D
	HRM 206	Performance Management	HRM 100	3	D
	HRM 207	Negotiation & Conflict Resolution		3	D
Year 2, Term 3 (Spring)					
3	HRM 210 OR	Human Resource Management Capstone OR	All Year 1 courses	3	D
	HRM 211	Work Integrated Learning	All other HRM program courses		PASS

Multi-Part Courses are indicated with a red + on the program of study table. If your course includes a lecture, laboratory, tutorial, clinical, or practicum, please register for ALL required parts, and choose matching section codes.

For example:

- BUS111 lecture A **and** laboratory AL1
- CHEM101 lecture A, laboratory X, **and** tutorial V
- CHEM101 lecture B, laboratory Y, **and** tutorial V2

The number of credits required to reach Full Time status can vary based on the total number of credits in the year of study of your program.

- Students can only be Part Time in Spring in most programs.

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Graduation Requirements: Students with a passing grade in each course, who successfully complete the program of study and obtain an overall program Grade Point Average (GPA) of 1.7 or better shall be issued a credential. **Too many grades of D may impact your eligibility to graduate.**

You may reduce your course load and do fewer courses per term, but it will take you longer than four terms to graduate and you will incur additional costs.

Repeating Courses: Please review the [repeating courses policy](#), as there is a limit to the number of times you can repeat courses.

HRM210 or HRM211

To complete graduation requirements, you will successfully complete in your **final term either** HRM211 Work Integrated Learning (preferred) **or** HRM210 Capstone (if you are unable to obtain a work placement).

Due to time constraints:

- You are permitted a maximum of six additional credits (two 3-credit courses) in the same four-month term in which you take HRM210. You cannot add courses in the six-week Spring term.
- You are permitted a maximum of three additional credits (one 3-credit course) in the same four-month term in which you take HRM211, only with chair permission. You cannot add courses in the six-week Spring term.

Not coming to Keyano after all?

Once you have registered for classes, **you are responsible for the associated tuition and fees whether you attend or not**, unless you have withdrawn.

PLEASE NOTE: **Non-attendance is not accepted as a notice of withdrawal.**

Students who voluntarily withdraw from the College must submit a [Withdrawal Form](#) (either signed or sent from your keyanomail account) by a specific date for each term.

Please see our [Refund Policy webpage](#) for information on refunds. (If you have already paid for the term, you may request a refund upon withdrawing by the deadline.)

See the [academic schedule](#) for deadlines and due dates.

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

The information in this Registration Guide is accurate at the time of publication and is subject to change without notice. It is the students' responsibility to ensure the accuracy of their program and course choices. This Guide should be used along with the official version of the Keyano College Credit Calendar (<https://www.keyano.ca/admissions/credit-calendar/>)

Keyano College reserves the right to modify the syllabus, curriculum, or schedule of any course/program, or to cancel a course/program entirely, at any time and for any reason. Such changes may be necessary due to unforeseen circumstances, regulatory requirements, or to ensure the highest quality of education.

Students will be notified of any significant changes as soon as possible. Keyano College is not responsible for any inconvenience or disruption caused by these changes. It is the responsibility of the students to stay informed about any updates or modifications to their courses.