



Created by: Academic Advising  
2022 to 2023 Academic Year

The information included in this list is subject to change

**HUMAN RESOURCES CERTIFICATE PROGRAM COURSE LIST** **EFFECTIVE FALL 2022**

All courses in the Human Resources (HRM) Certificate Program must be completed within three years of your start date.

Recommended Term:	Course Code:	Course Name:	Course Credit Weight:	Availability:	Passing Grade	Pre-requisites:	Co-requisites:	Completion Checklist:
			Full time is 9 credits or more Part-time is 8 credits or less.	Fall/ Winter/ Spring	Requirements: D (50% or higher)	A course that a student must pass before registering in a more advanced course.	A course that a student must be registered in at the same time as another course or completed beforehand.	
1	HRES2201	Introduction to Human Resources	3 credits	F/W/S	D (50% or higher)			
1	MGMT1201	Business Communication	3 credits	F/W/S	D (50% or higher)			
1 or 2	HRES2101	Change Management	3 credits	F/W/S	D (50% or higher)			
1 or 2	HRES2301	Employment Law	3 credits	F/W/S	D (50% or higher)			
1 or 2	HRES2303	Occupational Health and Safety	3 credits	F/W/S	D (50% or higher)			
1 or 2	HRES2401	Employee Learning and Development	3 credits	F/W/S	D (50% or higher)			
2	HRES2202	Talent Acquisition & Engagement	3 credits	F/W/S	D (50% or higher)	HRES2201		
2	HRES2203	Compensation and Benefits	3 credits	F/W/S	D (50% or higher)	HRES2201		
2	HRES2302	Labour Relations	3 credits	F/W/S	D (50% or higher)	HRES2201		
1 or 2	HRES1101	Organizational Behaviour	3 credits	F/W/S	D (50% or higher)			
<b>Optional Work Experience</b>								
3	ADMN9998	Employment Preparation	0 credits	F/W/S	Pass or Fail	Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S	Pass or Fail	ADMN9998, MGMT1201 and: -Completion of the field placement application process -Completion and passing grades in all required program courses -Minimum overall GPA of 2.60 -Commitment (attendance, punctuality, professionalism), as determined jointly by Program Chair, Instructors, and Career Advisor -Learner has been successfully placed with an approved host		