

**HUMAN RESOURCES MANAGEMENT GRADUATE CERTIFICATE**  
DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY

**UPDATED: May 2023**

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

**ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION**

- [Academic Calendar](#)

**WHAT IS THIS GUIDE?**

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your program, we strongly advise that you read the Academic Calendar of your destination institution for full information.

**GRADUATION REQUIREMENTS:**

- Successful completion of all courses, with a minimum GPA of 2.0.

**WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.**

- **Fall** term (September through December)
- **Winter** term (January through April)
- **Spring** term (May through June): Spring term is an optional, condensed term. Course offerings are limited.
- **Summer** term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

**HOW MANY COURSES SHOULD I TAKE A TERM?**

- The maximum number of courses you can take in the Fall or Winter terms is 5 courses and 2 courses in the Spring (optional). Students in this program generally take 3 – 4 courses per term.
- We encourage you to find the best course load for you to be successful in your courses and your program!
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit [www.rdpolytech.ca/psfunding](http://www.rdpolytech.ca/psfunding).

## WHAT HAPPENS IF I TAKE LESS THAN THE RECOMMENDED COURSE LOAD?

- You may need an extra term or year to complete your program.

## WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#), provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

**NOTE:** To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

## REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
  - Registering in classes
  - Waitlisting
  - Checking Prerequisites and Corequisites
    - Courses listed as **prerequisites** must be completed before you start the course in question.
    - Courses listed as **co-requisites** must be taken at the same time as the course in question.
  - Viewing Your Schedule
  - And much more!
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).

## SUGGESTED COURSE SEQUENCE AND GRADUATION CHECKLIST (UNOFFICIAL)

### FALL STARTS

REQUIREMENT		PREREQUISITE	DONE
<b>FALL - YEAR 1</b>			
<b>HRM 1281</b>	Human Resource Management		
<b>HRM 2530</b>	Organizational Culture	Pre-req or co-req: HRM 1281 or BADM 281 or HRM 505	
<b>ACCT 1001</b>	Introductory Financial Accounting		
<b>WINTER – YEAR 1</b>			
<b>HRM 540</b>	Occupational Health and Safety in the Workplace	Pre-req: HRM 505 or HRM 1281 or BADM 281	
<b>HRM 550</b>	Employee Engagement		
<b>HRM 3535</b>	Labour Relations	Pre-req: HRM 1281 or BADM 281 or HRM 505 BUS 2311/BUS 311 pre-req waived for students in this program	
<b>HRM 4520</b>	Learning and Development	Pre-req: HRM 2530	
<b>FALL - YEAR 2</b>			
<b>HRM 515</b>	Recruitment and Selection	Pre-req: HRM 1281 or BADM 281 or HRM 505	
<b>HRM 2510</b>	Workforce Planning	Pre-req: HRM 1281 or BADM 281 or HRM 505	
<b>HRM 3525</b>	Total Rewards	Pre-req: HRM 1281 or HRM 505 and ACCT 1001. OR BADM 281 and ACCT 102 or ACCT 202	
<b>WINTER - YEAR 2</b>			
<b>HRM 5560</b>	Practicum	Pre-req: All other courses must be completed	

## WINTER STARTS

REQUIREMENT		PREREQUISITE	DONE
<b>WINTER - YEAR 1</b>			
<b>HRM 1281</b>	Human Resource Management		
<b>HRM 540</b>	Occupational Health and Safety in the Workplace	Pre-req or co-req: HRM 1281 or BADM 281 or HRM 505	
<b>ACCT 1001</b>	Introductory Financial Accounting		
<b>FALL – YEAR 1</b>			
<b>HRM 515</b>	Recruitment and Selection		
<b>HRM 2510</b>	Workforce Planning		
<b>HRM 2530</b>	Organizational Culture		
<b>HRM 3525</b>	Total Rewards		
<b>WINTER - YEAR 2</b>			
<b>HRM 550</b>	Employee Engagement		
<b>HRM 3535</b>	Labour Relations	BUS 2311 pre-req waived for students in this program.	
<b>HRM 4520</b>	Learning and Development		
<b>FALL - YEAR 2</b>			
<b>HRM 5560</b>	Practicum	Pre-req: All other courses must be completed	

## SPRING STARTS:

REQUIREMENT		PREREQUISITE	DONE
<b>SPRING - YEAR 1</b>			
<b>HRM 1281</b>	Human Resource Management		
<b>ACCT 1001</b>	Introductory Financial Accounting		
<b>FALL – YEAR 1</b>			
<b>HRM 515</b>	Recruitment and Selection		
<b>HRM 2510</b>	Workforce Planning		
<b>HRM 2530</b>	Organizational Culture		
<b>HRM 3525</b>	Total Rewards		
<b>WINTER - YEAR 2</b>			
<b>HRM 540</b>	Occupational Health and Safety in the Workplace		
<b>HRM 550</b>	Employee Engagement		
<b>HRM 3535</b>	Labour Relations	BUS 2311 pre-req waived for students in this program.	
<b>HRM 4520</b>	Learning and Development		
<b>FALL - YEAR 2</b>			
<b>HRM 5560</b>	Practicum	Pre-req: All other courses must be completed	

## **IMPORTANT NOTES**

- **DELIVERY METHOD:** Students may take only online courses, or only in person courses, or a combination of both in person and online courses. Check the timetable for delivery methods of each course offering.

## **PRACTICUM INFORMATION**

Experience the integration of human resources management theory into practice through applied learning approaches (work practicum, research, or community service projects). Experiences are at least 270 hours (approximately 8 weeks). Includes an introduction to self-reflective practice, workplace readiness, and explores effective work environments.

## CONTACT INFORMATION AND HELPFUL RESOURCES

<b>Red Deer Polytechnic Student Connect Centre</b>	<ul style="list-style-type: none"><li>• <a href="mailto:studentconnect@rdpolytech.ca">studentconnect@rdpolytech.ca</a></li><li>• <a href="http://www.rdpolytech.ca/advising">www.rdpolytech.ca/advising</a></li><li>• 403.342.3254</li></ul>
<b>Red Deer Polytechnic website</b>	<a href="http://rdpolytech.ca">rdpolytech.ca</a>
<b>Transfer Alberta Guide</b>	<a href="http://transferalberta.alberta.ca">transferalberta.alberta.ca</a>