



# PROGRAM PLANNING GUIDE

ID: 

Name: \_\_\_\_\_



## Management Certificate

### Human Resource Management and Labour Relations



As a human resources management and labour relations (HRMLR) professional, you'll manage the greatest resource of organizations – its people! Competent, culturally sensitive and highly organized, HRMLR professionals add significant value and display competence in an array of specialized areas, including talent management, employment law, health and safety, performance management, training and development and diversity and inclusion. Study a broad range of topics including human behaviour, organizational change management, career development, managing in unionized environments, leadership, workplace safety and managing in diverse workplaces.

#### What determines my program requirements?

Please refer to the Academic Calendar ([www.ulethbridge.ca/ross/academic-calendar](http://www.ulethbridge.ca/ross/academic-calendar)) for complete program information.

**Calendar Year:** 2024/2025 - Your calendar year is set to the academic year you are admitted (or readmitted) and you should follow the requirements for that year for the duration of your program.

**Faculty/School:** Dhillon School of Business ([www.ulethbridge.ca/dhillon](http://www.ulethbridge.ca/dhillon)) - An internationally accredited AACSB business school

**Program(s):** Management Certificate

**Major(s):** Human Resource Management and Labour Relations

**Please contact an Academic Advisor before applying to this program for information on course sequencing and possible waivers for equivalent courses already taken.**

#### Am I admissible to this program?

**Admission:** [www.ulethbridge.ca/ross/admissions/undergrad](http://www.ulethbridge.ca/ross/admissions/undergrad)

**Transfer:** [www.ulethbridge.ca/ross/transfer-resources](http://www.ulethbridge.ca/ross/transfer-resources)

#### When/How do I apply to the University?

**Deadlines:** [www.ulethbridge.ca/ross/admissions/undergrad/deadlines](http://www.ulethbridge.ca/ross/admissions/undergrad/deadlines)

**Step-by-Step:** [www.ulethbridge.ca/ross/admissions/step-by-step](http://www.ulethbridge.ca/ross/admissions/step-by-step)

#### Where can I find information on courses?

**Course Catalogue:** [www.ulethbridge.ca/ross/courses](http://www.ulethbridge.ca/ross/courses)

**Registration Guide:** [www.ulethbridge.ca/ross/registration-guide](http://www.ulethbridge.ca/ross/registration-guide)

#### When can I register for classes?

**Register early!** (March for Summer and Fall; November for Winter)

**Registration Dates:** [www.ulethbridge.ca/ross/registration-dates](http://www.ulethbridge.ca/ross/registration-dates)

#### How can I enhance my program?

**Career Bridge:** [www.ulethbridge.ca/career-bridge](http://www.ulethbridge.ca/career-bridge)

**Honours Thesis:** [www.ulethbridge.ca/ross/undergraduate-thesis](http://www.ulethbridge.ca/ross/undergraduate-thesis)

**Student Professional Development:**

[www.ulethbridge.ca/dhillon/student-experience/student-professional-development](http://www.ulethbridge.ca/dhillon/student-experience/student-professional-development)

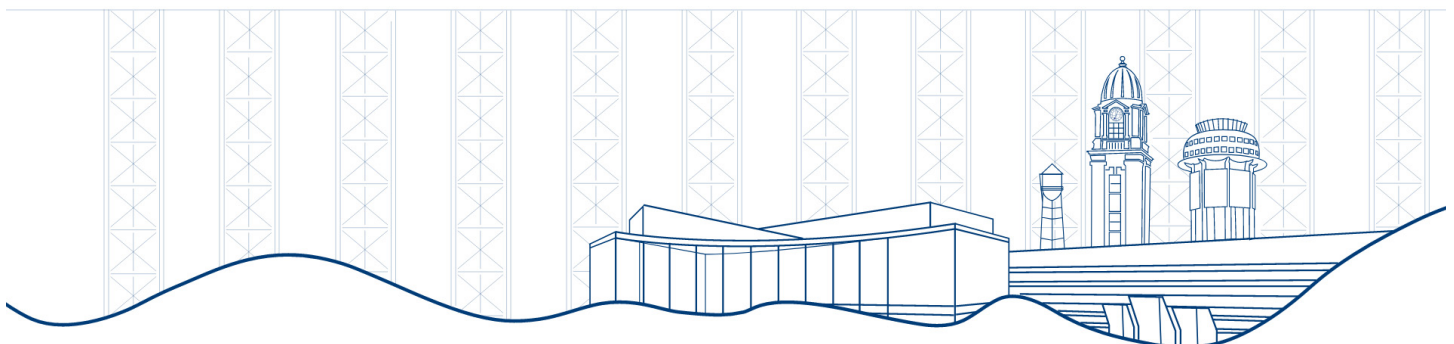
#### What supports are available to students?

**Student Services:** [www.ulethbridge.ca/campus-life/student-services](http://www.ulethbridge.ca/campus-life/student-services)

**Student Success Centre:** [www.ulethbridge.ca/student-success-centre](http://www.ulethbridge.ca/student-success-centre)

**Accessible Learning:** [www.ulethbridge.ca/ross/alc](http://www.ulethbridge.ca/ross/alc)

**Counselling Services:** [www.ulethbridge.ca/counselling](http://www.ulethbridge.ca/counselling)





**Required courses and notes**

**Core Requirements (10 courses)**

- \_\_\_\_\_ 1. Human Resources and Labour Relations 2030 - Introduction to Organizational Behaviour
- \_\_\_\_\_ 2. Human Resources and Labour Relations 3050 - Human Resource Management
- \_\_\_\_\_ 3. Human Resources and Labour Relations 3305 - Managing Employee Health and Safety
- \_\_\_\_\_ 4. Human Resources and Labour Relations 3310 - Collective Labour Relations
- \_\_\_\_\_ 5. Human Resources and Labour Relations 3312 - Strategic Compensation
- \_\_\_\_\_ 6. Human Resources and Labour Relations 4305 - Canadian Labour and Employment Law
- \_\_\_\_\_ 7. Human Resources and Labour Relations 4350 - Staffing
- \_\_\_\_\_ 8. Human Resources and Labour Relations 4355 - Training and Development
- \_\_\_\_\_ 9. Management 1500 - Fundamentals of Business
- \_\_\_\_\_ 10. Management 2700 - Business Research Methods

**General Requirements**

Students must meet the academic standards, program requirements, and graduation requirements according to the regulations set by the Dhillon School of Business, and as outlined in the Calendar including, but not limited to:

- \_\_\_\_\_ A minimum grade of 'C-' is required in all courses taken towards a Management Certificate.
- \_\_\_\_\_ Successful completion of at least 10 courses (30.0 credit hours) with cumulative and graduation grade point average (GPA) of at least 2.00.
- \_\_\_\_\_ Management Certificate programs are designed to be completed on a part-time studies basis, and many of the certificate courses have prerequisite, corequisite, and/or recommended background requirements that are above and beyond the 10 courses in the program. As a result, completion of this program will take more than one year of study. All certificate requirements must be completed within 5 years after acceptance into the Dhillon School of Business.
- \_\_\_\_\_ Residence Requirement: Students must complete at least 5 courses towards the Management Certificate at the University of Lethbridge.



## Recommended Course Sequence

Shown below is the recommended sequence of courses for your degree. Consult timetables for course offerings, prerequisites, and corequisites before registering each term as some courses may have limited offerings (ie. once a year, alternating years, or only offered in the Fall or Winter terms). Consult with an Academic Advisor in your faculty if you wish to alter this sequence with regard to the specifically listed courses.

**Note that this sequence was prepared based on course scheduling at the time of publication and may change during your studies.**

### Term 1

Management 1500  
 Human Resources and Labour Relations 2030  
 Human Resources and Labour Relations 3050  
 Management 2700

### First Term 2 or 3 (Winter)

Human Resources and Labour Relations 3310  
 Human Resources and Labour Relations 3312  
 Human Resources and Labour Relations 4350

### Term 2 or 3 (Fall)

Human Resources and Labour Relations 3305  
 Human Resources and Labour Relations 4305  
 Human Resources and Labour Relations 4355

## Final Program Check

Request a Final Program Check at [www.ulethbridge.ca/dhillon/final-program-check](http://www.ulethbridge.ca/dhillon/final-program-check) by December 1 (April completers) or by April 1 (June, August, & December completers) and after registering in your final term.

|   |  |
|---|--|
| Program requirements with _____ (majors, minors, concentrations)                                    |  |
| <input type="checkbox"/> will be met upon successful completion of _____ currently enrolled courses | <input type="checkbox"/> have been met |
| U of L GPA: _____ Grad GPA: _____ Co-op: _____ Honours Thesis: _____                                |  |
| Advisor: _____ Date: _____  | Advisor: _____ Date: _____             |