

## Durham Campus

# Human Resources Management Post-Graduate Certificate

**Registration Guide**  
**Summer Term**  
**May 2, 2024 Entry**

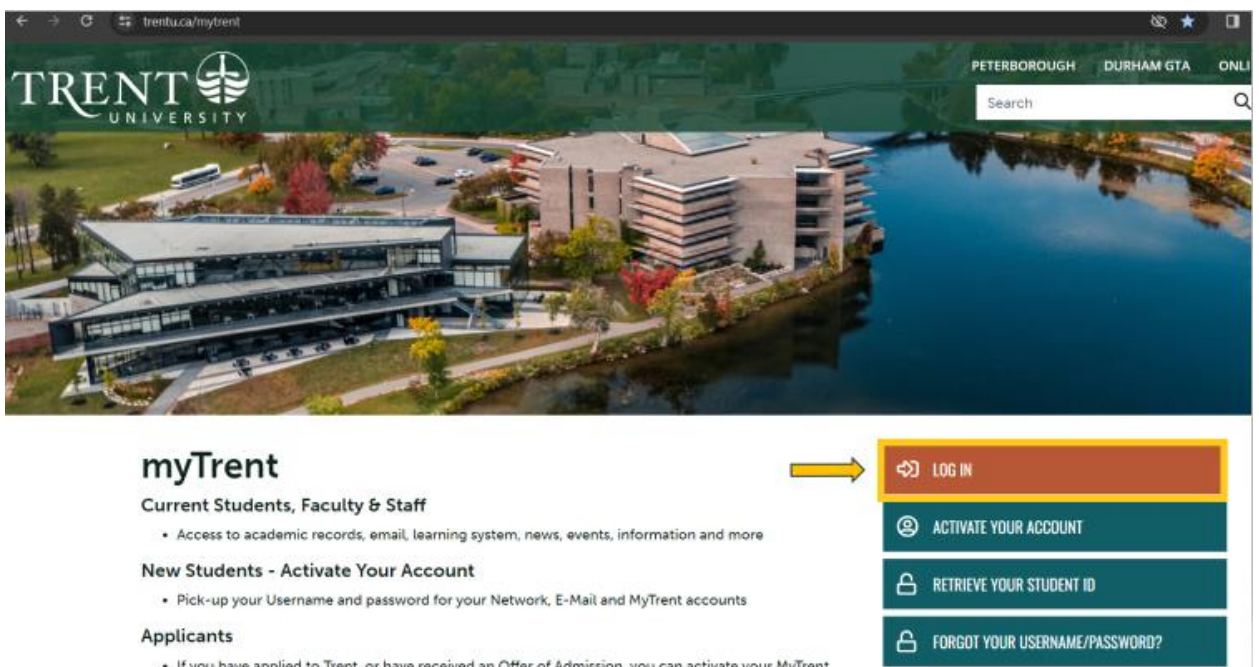
# Human Resources Management Post-Graduate Certificate Durham Campus | Registration Guide | May 2024 Start

## Registration Steps

1. In the search bar, type <https://www.trentu.ca/mytrent/>

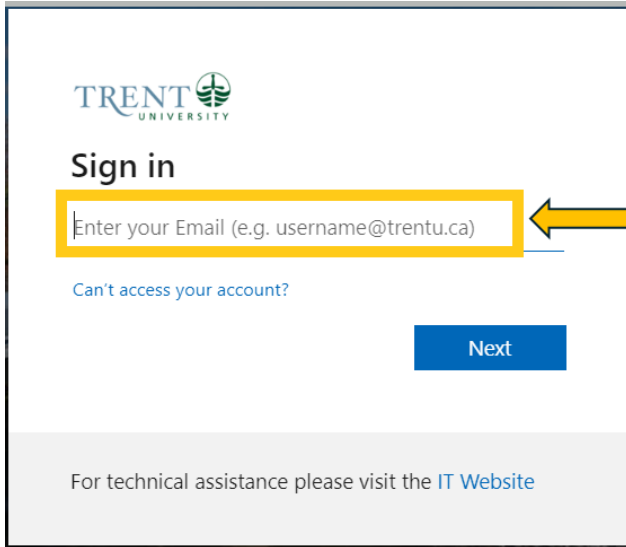


2. To the right of the screen > click **Log In**



3. Enter your **Trent email address** (<username>@trentu.ca)

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TRENT UNIVERSITY

### Sign in

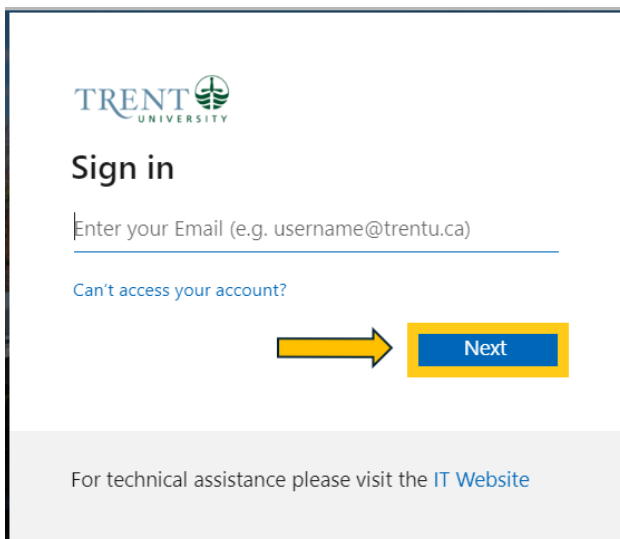
Enter your Email (e.g. username@trentu.ca)

[Can't access your account?](#)

Next

For technical assistance please visit the [IT Website](#)

4. Click **Next**



TRENT UNIVERSITY

### Sign in

Enter your Email (e.g. username@trentu.ca)

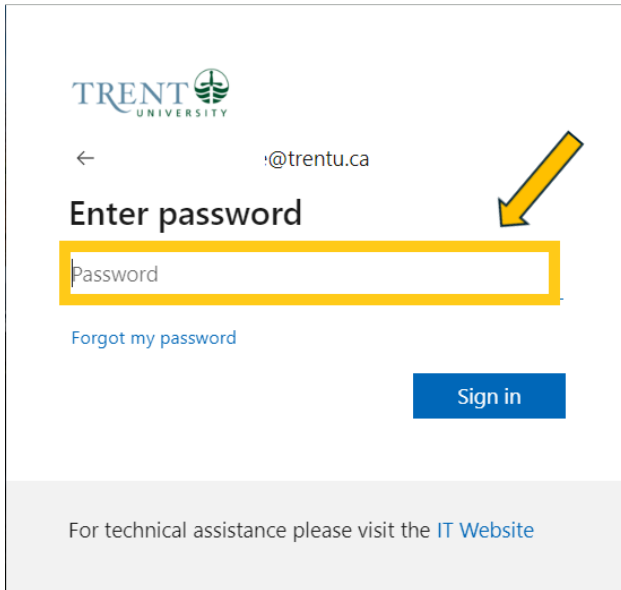
[Can't access your account?](#)

Next

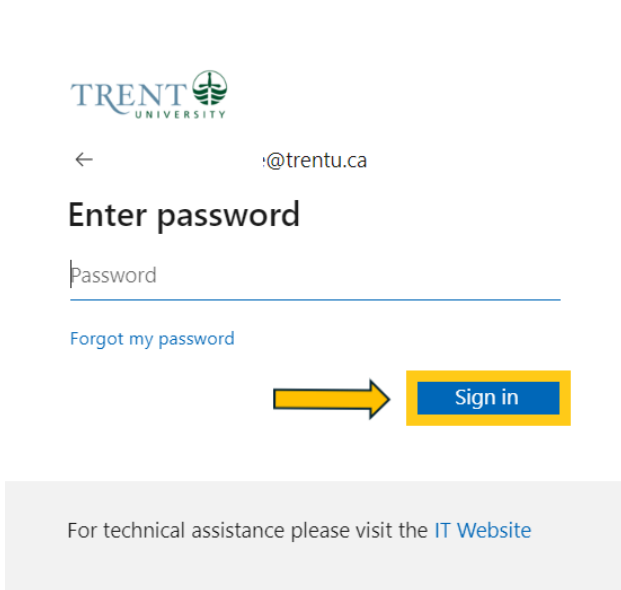
For technical assistance please visit the [IT Website](#)

5. Enter your **password**

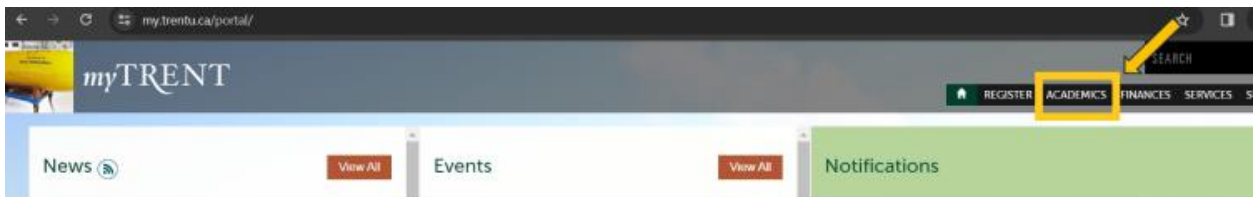
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6. Click **Sign in**

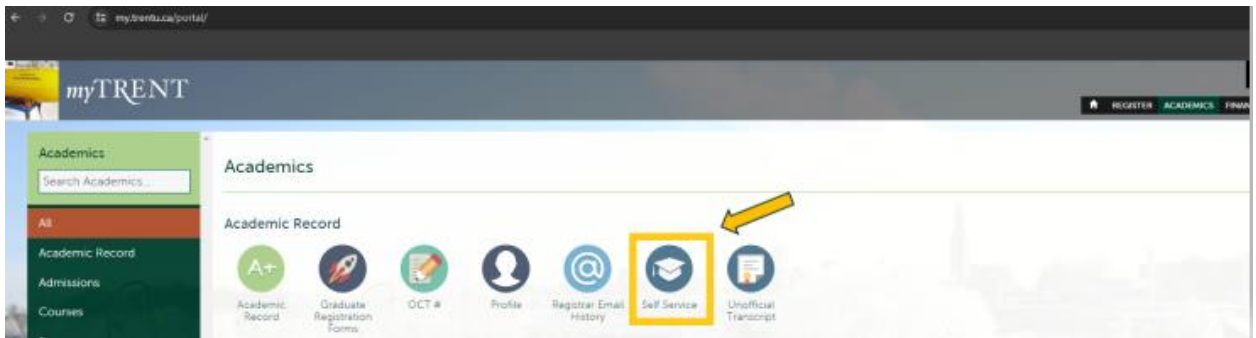


7. At the top right corner of myTrent portal, click **Academics** tabs

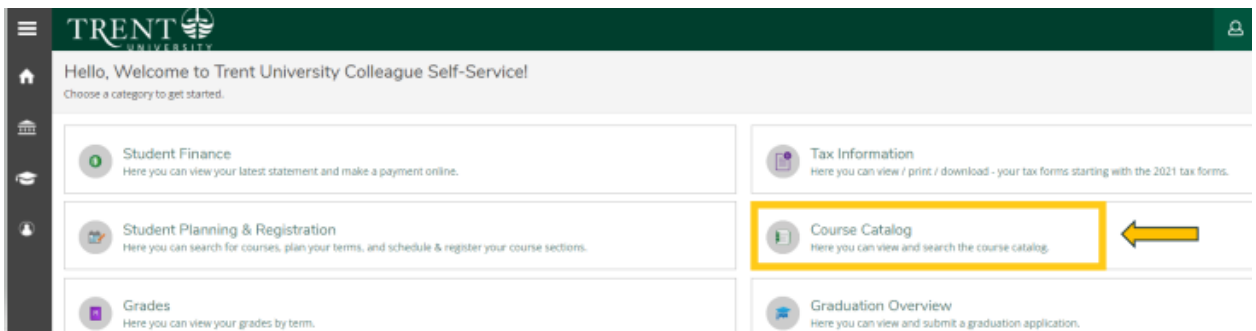


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

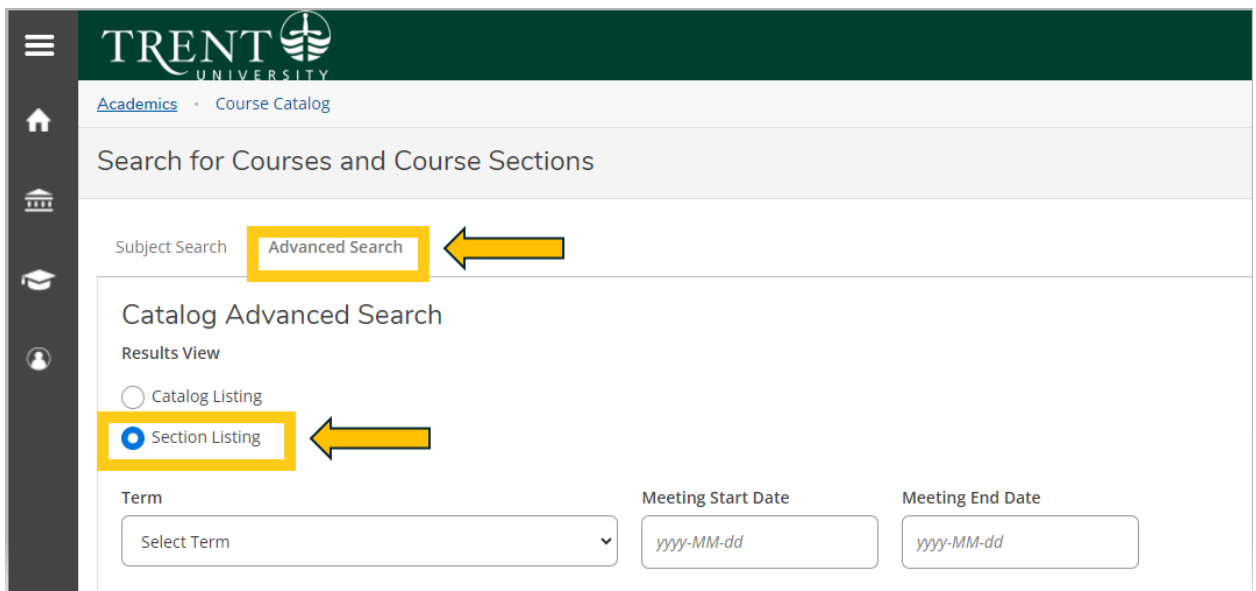
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9. Once redirected to Self Service, click on **Course Catalog**



10. Using the Advanced Search Tab, under Results View, select **Section Listing**



11. Under Term, select **2024 UG Summer – First 6 W** from the drop-down menu

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The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it. The 'Courses And Sections' section has a 'Subject' dropdown menu.

12. Under Courses And Sections, select **Business Administration** from the drop-down menu

The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is set to '2024 UG Summer - First 6 W'. The 'Courses And Sections' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it, showing 'Business Administration' selected.

13. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

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Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - First 6 W

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration | Course number (eg 2001H) | Section

Subject | Course number (eg 2001H) | Section

Subject | Course number (eg 2001H) | Section

+ Add More...

Location: Durham Greater Toronto Area

14. Click **Search**

+ Add More...

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

Clear | Search

15. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S61 courses. The courses will appear in numerical order. On this step you are planning your courses.

The **required in-person S61 courses** are:

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- **ADMN 2220H: Organizational Behaviour (Summer Session 1-S61)**
  - ADMN-2220H-A-S01
  - In-person Durham Campus, Building ALC, Section A
  
- **ADMN 3270H: Human Resource Planning (Summer Session 1 – S61)**
  - ADMN-3270H-A-S01
  - In-person Durham Campus, Building ALC, Section A

Academics > Course Catalog

Search for Courses and Course Sections

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area, 2024 UG Summer - First 6 W

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information
<a href="#">Add</a>	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-S01	Introduction to Marketing		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 12:00-2:50 PM 2024-05-02 - 2024-06-12 ALC 215 (LEC) W 12:00-2:50 PM 2024-05-02 - 2024-06-12 ALC 215 (LEC)
<a href="#">Add</a>	2024 UG Summer - First 6 W	Open	ADMN-2220H-A-S01	Organizational Behaviour		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 8:30-11:20 AM 2024-05-02 - 2024-06-12 ALC 215 (LEC) W 8:30-11:20 AM 2024-05-02 - 2024-06-12 ALC 215 (LEC)
<a href="#">Add</a>	2024 UG Summer - First 6 W	Open	ADMN-2610H-A-S01	Communication in Organizations		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 3:30-6:20 PM 2024-05-02 - 2024-06-12 ALC 215 (LEC) W 3:30-6:20 PM 2024-05-02 - 2024-06-12 ALC 215 (LEC)
<a href="#">Add</a>	2024 UG Summer - First 6 W	Open	ADMN-3220H-A-S01	Organizational Selection		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 8:30-11:20 AM 2024-05-02 - 2024-06-12 ALC 315 (LEC) W 8:30-11:20 AM 2024-05-02 - 2024-06-12 ALC 315 (LEC)

16. Locate **ADMN-2220H-A-S01** > click **Add**

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area, 2024 UG Summer - First 6 W

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information
<a href="#">Add</a>	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-S01	Introduction to Marketing		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 12:00-2:50 PM 2024-05-02 - 2024-06-12 ALC 215 (LEC) W 12:00-2:50 PM 2024-05-02 - 2024-06-12 ALC 215 (LEC)
<a href="#">Add</a>	2024 UG Summer - First 6 W	Open	ADMN-2220H-A-S01	Organizational Behaviour		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 8:30-11:20 AM 2024-05-02 - 2024-06-12 ALC 215 (LEC) W 8:30-11:20 AM 2024-05-02 - 2024-06-12 ALC 215 (LEC)

17. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



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Section Details

**ADMN-2220H-A-S01**  
Organizational Behaviour  
2024 UG Summer - First 6 W

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**Instructors** TBD


**Meeting Information** M 8:30 AM - 11:20 AM  
2024-05-02 - 2024-06-12  
Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)  
W 8:30 AM - 11:20 AM  
2024-05-02 - 2024-06-12  
Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)

**Dates** 2024-05-02 - 2024-06-12

**Seats Available** 112 / 48 / 160 / 0


**Credits** 0.5

**Grading** Graded

**Requisites**  1.0 ADMN credit - Must be completed prior to taking this course.

**Course Description** A conceptual and methodological analysis of the way individuals react to their employment environment. Topics include motivation, job satisfaction, leadership, group dynamics, and decision-making. Prerequisite: 1.0 ADMN credit.

**Books** Bookstore Information

Close  **Add Section**



18. The course will then show as 'Planned', registration is not complete

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area 2024 UG Summer - First 6 W

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Me
	2024 UG Summer - First 6 W	Open	ADMN-2105H-A-S01	Introduction to Marketing		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20 AL W 20 AL
	2024 UG Summer - First 6 W	Open	ADMN-2220H-A-S01	Organizational Behaviour	 Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20 AL W 20 AL

19. Locate next S61 course, **ADMN-3270H-A-S01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Me
									AL W 20 AL
	2024 UG Summer - First 6 W	Open	ADMN-3270H-A-S01	Human Resource Planning		2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20 AL W 20 AL

20. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

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Section Details

ADMN-3270H-A-501  
Human Resource Planning  
2024 UG Summer - First 6 W

Instructors: TBD

Meeting Information: M 3:30 PM - 6:20 PM (2024-05-02 - 2024-06-12), W 3:30 PM - 6:20 PM (2024-05-02 - 2024-06-12)

Dates: 2024-05-02 - 2024-06-12

Seats Available: 74 / 46 / 120 / 0

Credits: 0.5

Grading: Graded

Requisites: ADMN 2220H - Must be completed prior to taking this course. ADMN 2230H - Must be completed prior to taking this course.

Course Description: Provides an understanding of the essential elements of the human resource

Close **Add Section**

21. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Me
	2024 UG Summer - First 6 W	Open	ADMN-3270H-A-501	Human Resource Planning	Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 20 AL W 20 AL

22. Once you have added the S61 required in-person courses > click **Back to Course Catalog** in the top left hand corner of the page

TRENT UNIVERSITY

Academics • Course Catalog

Search for Courses and Course Sections

**Back to Course Catalog**

Filter Results

Availability

Open and Waitlisted Sections

Open Sections Only

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area x 2024 UG Summer - First 6 W x

Add To Schedule	Term	Status	Section Name	Title
	2024 UG Summer - First 6 W	Open	ADMN-2100H-A-501	Intro

23. You will now need to choose your required S62 web courses, this is the second half of the summer term.

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Using the Advanced Search Tab, under Results View, select **Section Listing**

The screenshot shows the Trent University Course Catalog search interface. The 'Advanced Search' tab is selected. Under 'Results View', the 'Section Listing' radio button is selected. Yellow boxes and arrows highlight these elements.

24. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu

The screenshot shows the Trent University Course Catalog search interface. The 'Term' dropdown menu is open, showing '2024 UG Summer - Last 6 We' selected. A yellow box and arrow highlight this selection.

25. Under Courses And Sections, select **Business Administration** from the drop-down menu

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TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search   **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - Last 6 We

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2):

Section:

26. Under Location, select **Web-Based Course** from the drop-down menu

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - Last 6 We

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2):

Section:

Subject: Course number (eg 2): Section:

Subject: Course number (eg 2): Section:

+ Add More...

Location: Web-Based Course

27. Click **Search**

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The screenshot shows a search interface with the following elements:

- Location:** A dropdown menu currently showing "Web-Based Course".
- Academic Level:** A dropdown menu currently showing "Select Academic Level".
- Time Starts by:** A text input field with the placeholder "hh:mm AM/PM".
- Time Ends by:** A text input field with the placeholder "hh:mm AM/PM".
- Buttons:** A "Clear" button and a "Search" button. The "Search" button is highlighted with a yellow border, and a yellow arrow points to it from the right.

28. You will be directed to the course listing page. You will need to scroll through this page to locate the required S62 web courses. The courses will appear in numerical order. On this step you are planning your courses.

The required **Web S62** courses are:

- **ADMN 1221H: Financial Accounting (Summer Session 2-S62)**
  - ADMN-1221H-W-S01
  - Web-Based Course, Section W
  
- **ADMN 2230H: Human Resource Management (Summer Session 2-S62)**
  - ADMN-2230H-W-S01
  - Web-Based Course, Section W

The screenshot shows a course catalog search results page with the following details:

- Page Title:** Academics > Course Catalog
- Search Bar:** Search for Courses and Course Sections. Search for courses...
- Filter Results:**
  - Availability:**  Open and Waitlisted Sections,  Open Sections Only
  - Subjects:**  Business Administration (5)
  - Locations:**  Web-Based Course (5)
  - Terms:**  2024 UG Summer - Last 6 We (5)
  - Time of Day:** (collapsed)
- Advanced Search Selection:** ADMN
- Filters Applied:** Web-Based Course x, 2024 UG Summer - Last 6 We x
- Results Table:**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-1221H-W-S01	Financial Accounting		2024-06-17-2024-07-26	Web-Based Course
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-1620H-W-S01	Intro Information Systems		2024-06-17-2024-07-26	Web-Based Course
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-2200H-W-S01	Intro to Stats for Econ & Mgmt		2024-06-17-2024-07-26	Web-Based Course
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-2230H-W-S01	Human Resource Management		2024-06-17-2024-07-26	Web-Based Course
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-2610H-W-S01	Personal Finance		2024-06-17-2024-07-26	Web-Based Course
- Page Navigation:** Page 1 of 1

29. Locate **ADMN-1221H-W-S01** > click **Add**

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Advanced Search Selection: ADMN

Filters Applied: Web-Based Course 2024 UG Summer - Last 6 We

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>	2024 UG Summer - Last 6 We	Open	<u>ADMN-1221H-W-S01</u>	Financial Accounting		2024-06-17-2024-07-26	Web-Based Course
<input type="button" value="Add"/>	2024 UG Summer - Last 6 We	Open	<u>ADMN-1620H-W-S01</u>	Intro Information Systems		2024-06-17-2024-07-26	Web-Based Course

30. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

Section Details

**ADMN-1221H-W-S01 Financial Accounting**  
2024 UG Summer - Last 6 We

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**Instructors** TBD

**Meeting Information** 2024-06-17 - 2024-07-26  
Web-Based Course, (Web-Based Course)

**Dates** 2024-06-17 - 2024-07-26

**Seats Available** 273 / 77 / 350 / 0

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** An introduction to the theoretical framework of accrual accounting and the Generally Accepted Accounting Principles. Includes the preparation and analysis of financial statements, double-entry accounting, and the accounting cycle. Professional ethics, behaviour, and corporate social responsibility are

31. The course will then show as 'Planned', registration is not complete

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area 2024 UG Summer - First 6 W

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Inform
<input type="button" value="Add"/>	2024 UG Summer - First 6 W	Open	<u>ADMN-2100H-A-S01</u>	Introduction to Marketing	<input checked="" type="checkbox"/> Planned	2024-05-02-2024-06-12	Durham Greater Toronto Area	Lecture Lecture	M 12:00-2:50 P 2024-05-02 - 2h ALC 215 (LEC) W 12:00-2:50 P 2024-05-02 - 2h ALC 215 (LEC)

32. Locate next S62 web course, **ADMN-2230H-A-S01**, click **Add**

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Advanced Search Selection: ADMN  
Filters Applied: [Web-Based Course](#) [2024 UG Summer - Last 6 We](#)

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty	Availability
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-1221H-W-501</a>	Financial Accounting		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)		271 / 79 / 3
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-1620H-W-501</a>	Intro Information Systems		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)	Patrick, B	Unlimited
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-2200H-W-501</a>	Intro to Stats for Econ & Mgmt		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)	Cao, S	Unlimited
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-2230H-W-501</a>	Human Resource Management		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)		269 / 81 / 3

33. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

Section Details

**ADMN-2230H-W-501**  
Human Resource Management  
2024 UG Summer - Last 6 We

**Instructors** TBD

**Meeting Information** 2024-06-17 - 2024-07-26  
Web-Based Course, (Web-Based Course)

**Dates** 2024-06-17 - 2024-07-26

**Seats Available** 267 / 83 / 350 / 0

**Credits** 0.5

**Grading** Graded

**Requisites** 1.0 ADMN credit - Must be completed prior to taking this course.

**Course Description** A survey of the concepts and practices in the major functions of human resource management. Topics include human resource forecasting, human rights, recruitment and selection, training and development, collective bargaining, performance appraisal, and compensation. Pre- or co-requisite: 1.0 ADMN credit

**Books** [Bookstore Information](#)

Close [Add Section](#)

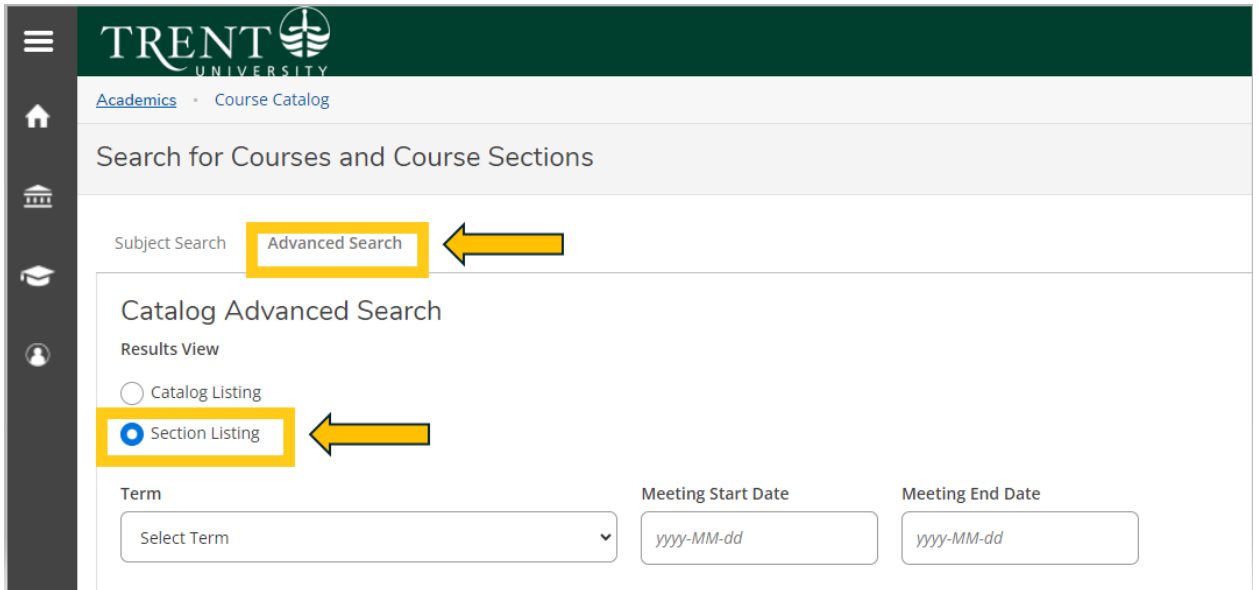
34. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information	Faculty
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-1221H-W-501</a>	Financial Accounting		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)	
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-1620H-W-501</a>	Intro Information Systems		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)	Patrick, E
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-2200H-W-501</a>	Intro to Stats for Econ & Mgmt		2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)	Cao, S
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	<a href="#">ADMN-2230H-W-501</a>	Human Resource Management	Planned	2024-06-17-2024-07-26	Web-Based Course	Web-Based Course	2024-06-17 - 2024-07-26 (WEB)	

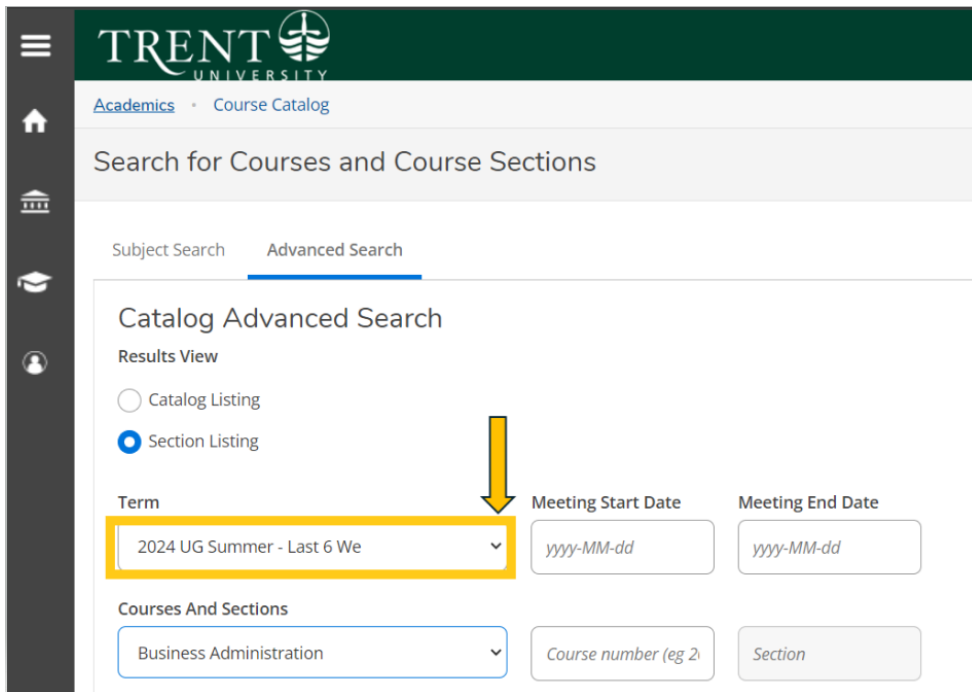
35. You will now need to choose the last required course for S62, this is the second half of the summer term.

Using the Advanced Search Tab, under Results View, select **Section Listing**

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36. Under Term, select **2024 UG Summer – Last 6 We** from the drop-down menu



37. Under Courses And Sections, select **Business Administration** from the drop-down menu



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TRENT UNIVERSITY

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - Last 6 We

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2)

Section

38. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Summer - Last 6 We

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Subject:

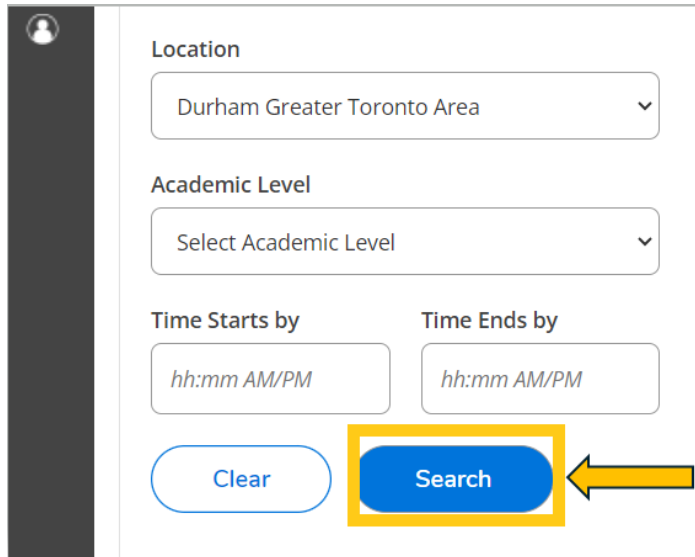
Subject:

+ Add More...

Location: Durham Greater Toronto Area

39. Click **Search**

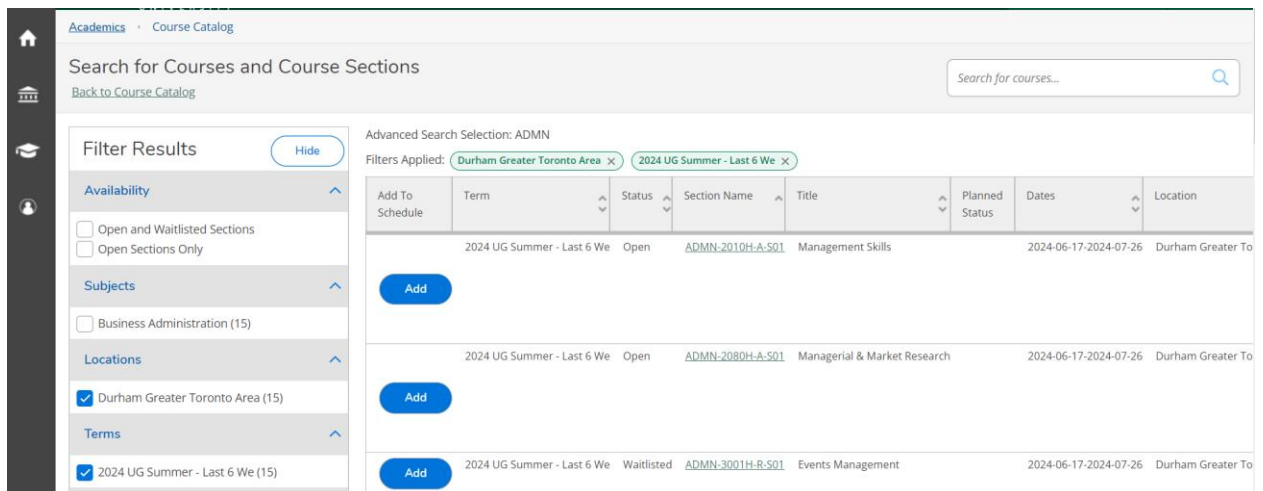
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40. You will be directed to the course listing page. You will need to scroll through this page to locate the required in-person S62 course. The courses will appear in numerical order. On this step you are planning your courses.

The **required in-person S62 course** is:

- **ADMN 3230H: Leadership, Training, and Development (Summer Session 2-S62)**
  - ADMN-3230H-A-S01
  - In-person Durham Campus, Building ALC, Section A



Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-2010H-A-S01	Management Skills		2024-06-17-2024-07-26	Durham Greater To
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-2080H-A-S01	Managerial & Market Research		2024-06-17-2024-07-26	Durham Greater To
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Waitlisted	ADMN-3001H-R-S01	Events Management		2024-06-17-2024-07-26	Durham Greater To

41. Locate **ADMN-3230H-A-S01** > click **Add**

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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information
<a href="#">Add</a>									ALC 215 (LEC) Th 8:30-11:20 AM 2024-06-17 - 2024-06-17 - 2024-06-17 (LEC)
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-3230H-A-501	Training and Development		2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 8:30-11:20 AM 2024-06-17 - 2024-06-17 - 2024-06-17 (LEC) W 8:30-11:20 AM 2024-06-17 - 2024-06-17 - 2024-06-17 (LEC)

42. A pop-up menu will appear with additional course information, click **Add Section** in bottom right of screen

**Section Details**

**ADMN-3230H-A-501**  
Training and Development  
2024 UG Summer - Last 6 We

**Instructors** TBD

**Meeting Information**  
M 8:30 AM - 11:20 AM  
2024-06-17 - 2024-07-26  
Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)  
W 8:30 AM - 11:20 AM  
2024-06-17 - 2024-07-26  
Durham Greater Toronto Area, Advanced Learning Centre 215 (Lecture)

**Dates** 2024-06-17 - 2024-07-26

**Seats Available** 110 / 50 / 160 / 0

**Credits** 0.5

**Grading** Graded

**Requisites**

- ⚠ ADMN 2220H - Must be completed prior to taking this course.
- ⚠ ADMN 2230H - Must be completed prior to taking this course.

**Course Description** An interdisciplinary course which deals with training and development from a

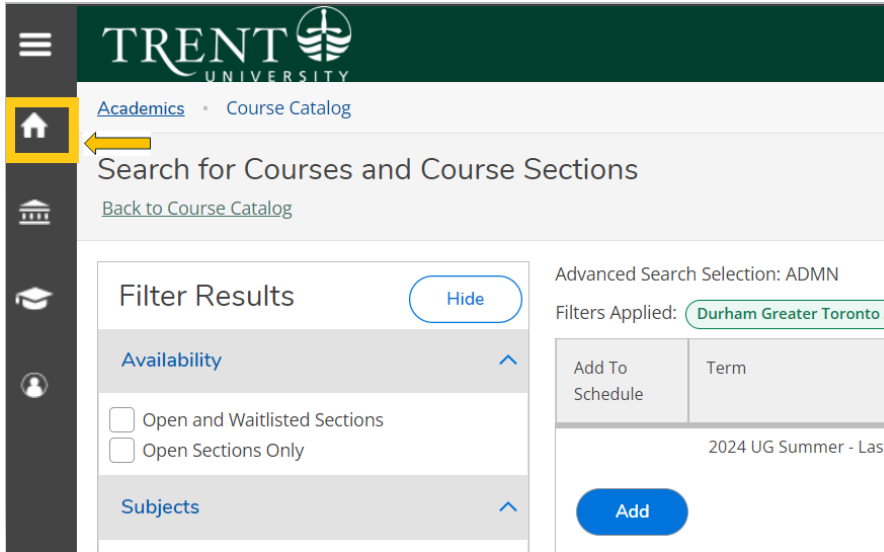
[Close](#)
[Add Section](#)

43. The course will then show as 'Planned', registration is not complete

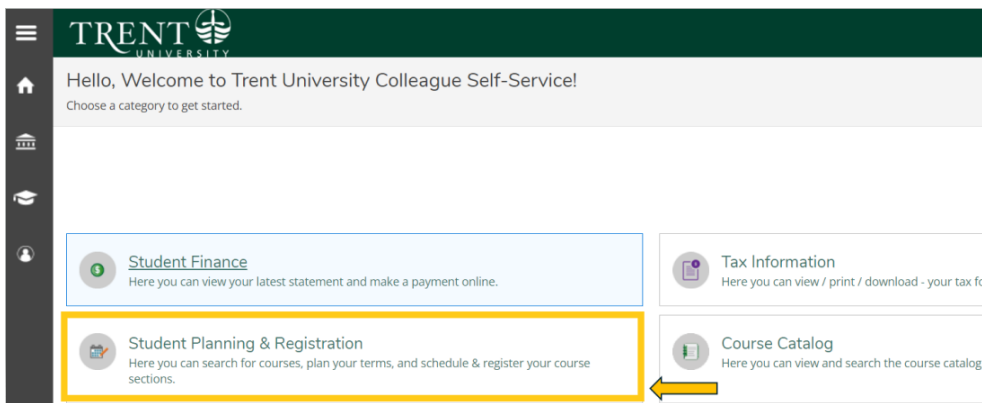
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information
<a href="#">Add</a>									ALC 215 (LEC) Th 8:30-11:20 AM 2024-06-17 - 2024-06-17 - 2024-06-17 (LEC)
<a href="#">Add</a>	2024 UG Summer - Last 6 We	Open	ADMN-3230H-A-501	Training and Development	Planned	2024-06-17-2024-07-26	Durham Greater Toronto Area	Lecture Lecture	M 8:30-11:20 AM 2024-06-17 - 2024-06-17 - 2024-06-17 (LEC) W 8:30-11:20 AM 2024-06-17 - 2024-06-17 - 2024-06-17 (LEC)

44. Once you have added the S62 required courses to your plan > go to **left navigation pane** > click on the **House**. This step will ensure you register for the courses.

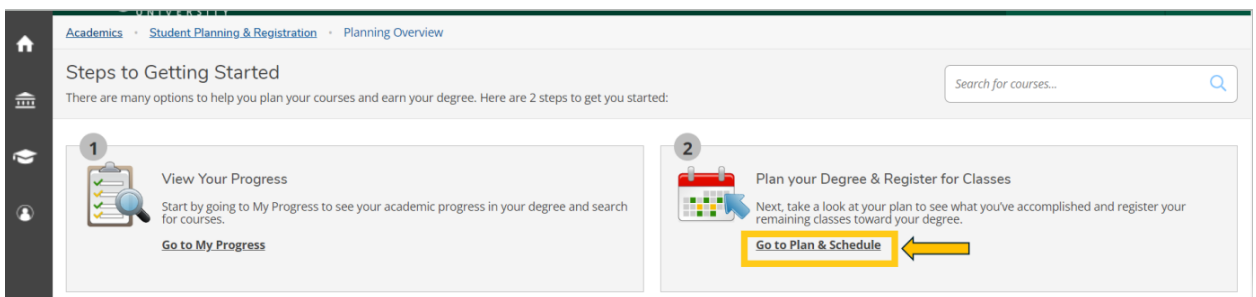
**Human Resources Management Post-Graduate Certificate  
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45. Click on **'Student Planning & Registration'**. This is where you will register for your courses.

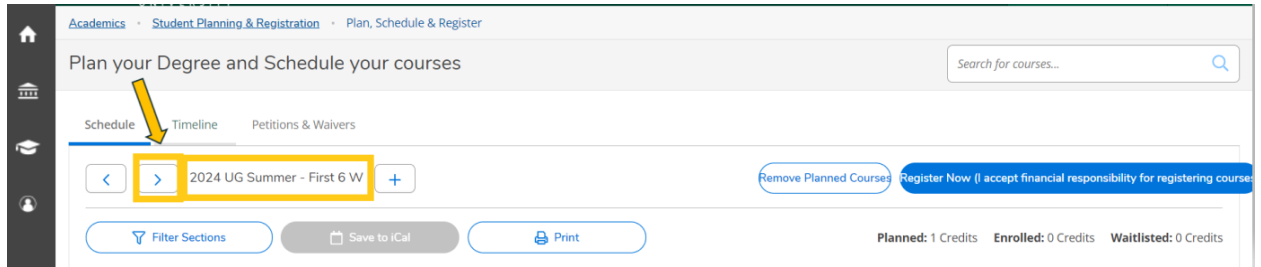


46. Click on **'Go to Plan & Schedule'**

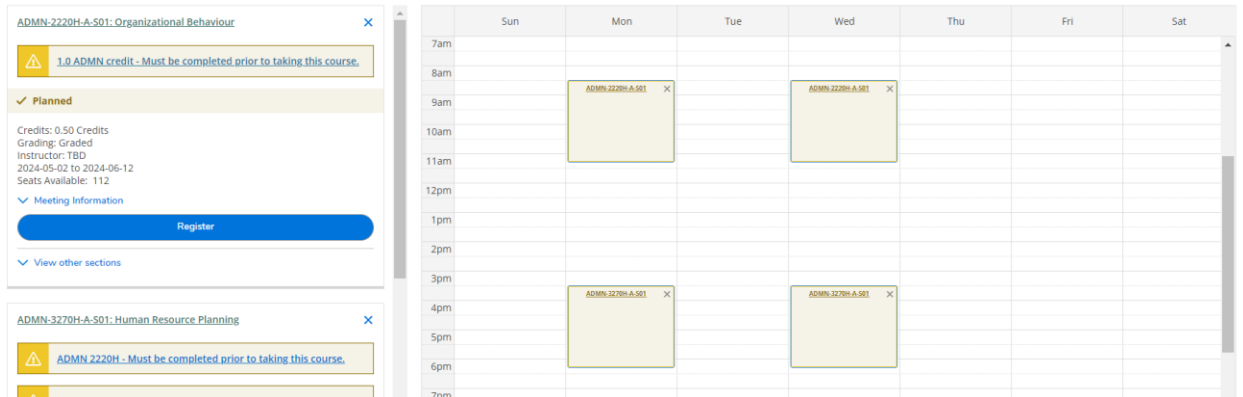


47. Click the **right arrow** to locate the term: **2024 UG Summer – First 6 W**

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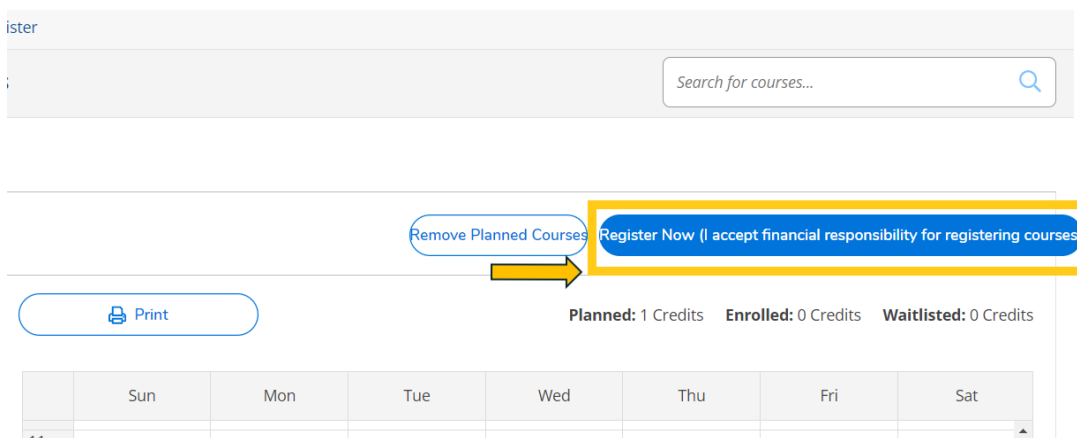
48. You will see all the **S61** (first 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.



49. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the S61 (first 6 weeks courses).

If you receive an error regarding pre-requisites, please email [businesscertificates@trentu.ca](mailto:businesscertificates@trentu.ca)

If you receive an error that your offer has not yet been accepted, please email [admissions@trentu.ca](mailto:admissions@trentu.ca)



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50. Your **courses** will turn **green** once you have **successfully registered** in the **S61** courses.

The screenshot shows a registration interface for the term '2024 UG Summer - First 6 W'. On the left, two course cards are displayed, both with a green checkmark and the status 'Registered, but not started'. The first course is ADMN-2220H-A-S01: Organizational Behaviour, and the second is ADMN-3270H-A-S01: Human Resource Planning. The main area is a calendar grid with days of the week (Sun-Sat) and times (8am-8pm). Two green boxes represent the scheduled times for the courses: ADMN-2220H-A-S01 on Monday (9am-10am) and Wednesday (9am-10am), and ADMN-3270H-A-S01 on Monday (4pm-5pm) and Wednesday (4pm-5pm). The interface includes navigation arrows, a search bar, and buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A 'Register Now' button is also present.

51. Next you will register for your S62 courses (second 6 week courses).

Click the **right arrow** to locate the term: **2024 UG Summer – Last 6 We**

The screenshot shows a registration interface for the term '2024 UG Summer - Last 6 We'. The top navigation bar includes 'Academics', 'Student Planning & Registration', and 'Plan, Schedule & Register'. The main heading is 'Plan your Degree and Schedule your courses'. Below this, there are tabs for 'Schedule', 'Timeline', and 'Petitions & Waivers'. The 'Schedule' tab is active, and a yellow arrow points to the right arrow in the term selection area. The term '2024 UG Summer - Last 6 We' is highlighted in yellow. The interface includes navigation arrows, a search bar, and buttons for 'Filter Sections', 'Save to iCal', and 'Print'. A 'Remove Planned Courses' button and a 'Register Now' button are also present.

52. You will see all the **S62** (last 6 weeks) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.

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The screenshot displays a registration interface for the 2024 UG Summer - Last 6 Weeks. At the top right, there is a blue button labeled "Register Now (I accept financial responsibility for registering courses)". Below this, there are buttons for "Filter Sections", "Save to iCal", and "Print". The interface shows two course sections: "ADMN-1221H-W-501: Financial Accounting" and "ADMN-2230H-W-501: Human Resource Management". Each section has a "Planned" status, credit information, grading, instructor, dates, and seats available. A "Register" button is present for each section. To the right, a calendar view shows the courses scheduled for Monday and Wednesday from 9am to 11am. Below the calendar, there is a section for "Sections with no meeting time" which includes "ADMN-1221H Financial Accounting Section W-501" and "ADMN-2230H Human Resource Management Section W-501".

53. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the S62 (last 6 weeks courses).

If you receive an error regarding pre-requisites, please email [businesscertificates@trentu.ca](mailto:businesscertificates@trentu.ca)

If you receive an error that your offer has not yet been accepted, please email [admissions@trentu.ca](mailto:admissions@trentu.ca)

This close-up screenshot focuses on the registration interface. It shows a search bar with the placeholder text "Search for courses...". Below the search bar, there are two buttons: "Remove Planned Courses" and "Register Now (I accept financial responsibility for registering courses)". The "Register Now" button is highlighted with a yellow border. Below the buttons, there is a "Print" button and a status bar showing "Planned: 1 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". At the bottom, a partial calendar view is visible with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat.

54. Your **courses** will turn **green** once you have **successfully registered** in the **S62** courses.

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The screenshot displays a registration interface for the 2024 UG Summer term. At the top, there are navigation arrows, a breadcrumb "2024 UG Summer - Last 6 We", and a "Register Now" button with a note: "Register Now (I accept financial responsibility for registering courses)". Below this are utility buttons: "Filter Sections", "Save to iCal", and "Print". On the right, it shows "Planned: 0.50 Credits", "Enrolled: 1 Credits", and "Waitlisted: 0 Credits".

The left sidebar lists three course sections:

- ADMN-1221H-W-501: Financial Accounting**
  - ✓ Registered, but not started
  - Credits: 0.50 Credits
  - Grading: Graded
  - Instructor: TBD
  - 2024-06-17 to 2024-07-26
  - Meeting Information: [Drop button]
  - View other sections
- ADMN-2230H-W-501: Human Resource Management**
  - ✓ Registered, but not started
  - Credits: 0.50 Credits
  - Grading: Graded
  - Instructor: TBD
  - 2024-06-17 to 2024-07-26
  - Meeting Information: [Drop button]
  - View other sections
- ADMN-3230H-A-501: Training and Development** [Close button]

The main area is a class schedule grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for times from 8am to 8pm. Two green boxes indicate registered sections: ADMN-1221H-W-501 on Monday (9am-10am) and Wednesday (9am-10am), and ADMN-2230H-W-501 on Monday (11am-12pm) and Wednesday (11am-12pm).

Below the grid, a section titled "Sections with no meeting time" lists:

- ✓ ADMN-1221H Financial Accounting Section W-501
- ✓ ADMN-2230H Human Resource Management Section W-501

54. Congratulations, you are now registered for your summer term courses for the **Durham Human Resource Management Post-Graduate Certificate!**

**Reminder:** The last day to change/add courses is May 2, 2024. After this date, no changes can be made.