BCIT BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

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Your BCIT Student Number: A01462939

October 7, 2024

Simranjit Kaur Hayer
18188 Claytonwood Cres
Surrey, BC
V3S 8G8 Canada

Dear Simranjit Kaur Hayer:

The program matrix below lists all courses required to complete the **Associate Certificate** in **Human Resource Management.**

Please follow this program matrix to ensure that all courses you complete are recognized in the event that BCIT makes changes to the program.

Program	Human Resource Management
Credential	Associate Certificate

Program matrix

1. Required Courses (20.0 credits):		Credits	Notes
COMM 1103	Introduction to Business and Technical Communication	3.0	
HRMG 3105	Human Resource Management Fundamentals	4.0	
HRMG 3205	Labour Relations 1	3.0	
HRMG 3305	Recruitment and Selection	3.0	
HRMG 3505	Training and Development	3.0	
ORGB 1105	Organizational Behaviour	4.0	
2. Complete 3.0 credits from the following list of electives:		**Credits**	
BLAW 3905	Employment Law	4.0	
HRMG 2805	Workplace Health & Safety	3.0	
HRMG 4145	Human Resource Management Systems	3.0	
Total Credits:		23.0	

Matrix retrieve date: 7-Oct-2024

Additional Information

- **Completion deadline**: To graduate from this program, you must complete all courses on or before **December 31, 2031.** Your actual completion date depends on how many courses you enrol in each term, and may be much earlier.
- **Course planning**: If your program has both *Required* and *Elective* courses, we recommend taking *Required* courses first. *Required* courses cannot be substituted.
- **Course offerings**: Courses may not be offered every term. You are responsible for planning your course schedule accordingly.

- **Discontinued courses**: If courses in your program matrix become discontinued, contact program_advising@bcit.ca to determine an approved alternative course.
- **Course attempts**: BCIT allows a maximum of three (3) attempts to successfully complete each course. Registration for a third attempt requires written permission from the Associate Dean.
- **Apply to Graduate**: Once you have completed all courses in the program, submit an Application for BCIT Credential to Student Records.

If you have questions about the program or require support with course selection and planning, please contact program_advising@bcit.ca with your BCIT student number.