

# Human Resource Management Certificate

TIMETABLE 2011–2012

403-220-2988 [conted.ucalgary.ca](http://conted.ucalgary.ca)



## WINTER 2012

COURSE NAME	NUMBER	SEC	HRS	FEE	DATES	DAY AND TIME	LOCATION
Career Strategies	BMC 155	008	30	\$449	Jan 23 – Apr 2	M 6 – 9 pm	Main
Business Management	BMC 205	156	40	\$549	Jan 23 – Apr 30	M 6 – 9 pm	Main
		157	40	\$549	Jan 24 – Apr 17	T 6 – 9 pm	Downtown
		158	40	\$549	Jan 24 – Apr 24		Online
		159	40	\$549	Feb 7 – May 8		Online
Compensation: Design and Practice	BMC 198	026	30	\$449	Feb 1 – Apr 4	W 6 – 9 pm	Downtown
Conflict Management	BMC 212	052	20	\$399	Mar 6 – Apr 24		Online
		053	20	\$399	Jan 24 – Mar 6	T 6 – 9 pm	Main
Disability Management: An Integrative Approach	BMC 309	002	30	\$519	Jan 10 – Apr 10		Online
Employee Benefits	BMC 230	022	30	\$449	Jan 24 – Apr 3		Online
Employee Relations: Policy Design and Documentation	BMC 192	008	20	\$399	Feb 4 – Mar 3	S 8:30 am – 4:30 pm	Downtown
Employee Relations: Building a Positive Workplace	BMC 175	010	20	\$399	Mar 19 – 21	MTW 8:30 am – 4:30 pm	Downtown
Ergonomics	BMC 199	006	30	\$519	Jan 26 – Mar 29	R 6 – 9 pm	Downtown
Harassment Investigations	BMC 194	014	20	\$399	Jan 24 – Mar 13		Online
Health and Safety Management Systems: The Basics	BMC 104	015	30	\$519	Feb 7 – Apr 17		Online
		017	30	\$519	Feb 25 – Mar 17	S 8:30 – 4:30 pm	Downtown
Human Behaviour in Organizations	BMC 172	138	40	\$549	Jan 24 – Apr 24		Online
		139	40	\$549	Jan 25 – Apr 18	W 6 – 9 pm	Main
		140	40	\$549	Feb 7 – May 8		Online
		141	40	\$549	Feb 28 – Apr 10	TR 6 – 9 pm	Main
Human Resource Management	BMC 165	070	40	\$549	Jan 24 – Apr 24		Online
		071	40	\$549	Jan 26 – Apr 19	R 6 – 9 pm	Main
HR Perspectives on Work-Life Balance	BMC 286	005	30	\$449	Feb 14 – Apr 24		Online
Interviewing Techniques	BMC 105	012	30	\$449	Feb 16 – Apr 19	R 6 – 9 pm	Downtown
International Human Resource Management	BMC 177	005	20	\$399	Feb 28 – Apr 17		Online
Labour Relations	BMC 156	013	30	\$449	Feb 1 – Apr 4	W 6 – 9 pm	Downtown
Learning Online	BMC 152	151	10	\$169	Jan 10 – 31		Online
		152	10	\$169	Jan 10 – 31		Online
		153	10	\$169	Jan 10 – 31		Online
		154	10	\$169	Jan 17 – Feb 7		Online
		155	10	\$169	Jan 17 – Feb 7		Online
		156	10	\$169	Jan 24 – Feb 14		Online
		157	10	\$169	Jan 31 – Feb 21		Online
		158	10	\$169	Feb 7 – 28		Online

MAIN CAMPUS: 2500 UNIVERSITY DRIVE NW DOWNTOWN CAMPUS: 906 8 AVENUE SW

*Please note: Course schedules are subject change without notice. Please consult our website for the most current information.*

# Human Resource Management Certificate

TIMETABLE 2011–2012

403-220-2988 [conted.ucalgary.ca](http://conted.ucalgary.ca)



COURSE NAME	NUMBER	SEC	HRS	FEE	DATES	DAY AND TIME	LOCATION
		159	10	\$169	Feb 14 – Mar 6		Online
		160	10	\$169	Mar 6 – 27		Online
		161	10	\$169	Mar 20 – Apr 10		Online
		162	10	\$169	Apr 3 – 24		Online
		163	10	\$169	Apr 17 – May 8		Online
Management Communications: Interpersonal Skills	BMC 206	077	40	\$549	Jan 24 – Apr 24		Online
		078	40	\$549	Mar 24 – Apr 28	S 8:30 am – 4:30 pm	Downtown
Mediating Workplace Disputes	BMC 288	004	20	\$399	Mar 17 – 31	S 8:30 am – 4:30 pm	Downtown
Performance Management and Training	BMC 166	021	40	\$549	Jan 24 – Apr 17	T 6 – 9 pm	Downtown
Performance Measures for Organizations	BMC 150	014	20	\$399	Feb 11 – Mar 10	S 8:30 am – 4:30 pm	Downtown
Recruitment and Selection	BMC 178	036	30	\$449	Jan 26 – Mar 29	R 6 – 9 pm	Downtown
Succession Planning for the 21st Century	BMC 287	004	20	\$399	Mar 5 – Apr 23	M 6 – 9 pm	Downtown

## SPRING 2012

COURSE NAME	NUMBER	SEC	HRS	FEE	DATES	DAY AND TIME	LOCATION
Business Management	BMC 205	160	40	\$549	May 1 – Jun 12	TR 6 – 9 pm	Downtown
		161	40	\$549	May 1 – Jul 10		Online
Compensation: Design and Practice	BMC 198	027	30	\$449	May 8 – Jun 26		Online
Conflict Management	BMC 212	054	20	\$399	May 28 – Jun 18	MW 6 – 9 pm	Downtown
Creating Extraordinary Organizations: HR's Role	BMC 207	012	20	\$399	May 8 – Jun 12	T 6 – 9 pm	Downtown, Blended
Employee Benefits	BMC 230	024	30	\$449	Jun 4 – 7	MTWR 8:30 am – 4:30 pm	Downtown, Blended
Health and Safety Management Systems: The Basics	BMC 104	016	30	\$519	May 7 – Jun 11	MW 6 – 9 pm	Downtown
Human Behaviour in Organizations	BMC 172	142	40	\$549	Jun 4 – 8	MTWRF 8:30 am – 4:30 pm	Downtown
Human Resource Management	BMC 165	072	40	\$549	May 8 – Jun 26	TR 6 – 9 pm	Downtown
Human Resource Information Management	BMC 208	010	15	\$399	May 8 – Jun 5		Online
Learning Online	BMC 152	164	10	\$169	May 1 – 22		Online
		165	10	\$169	May 8 – 29		Online
		166	10	\$169	May 29 – Jun 19		Online
		167	10	\$169	Jun 5 – 26		Online
Management Communications: Interpersonal Skills	BMC 206	079	40	\$549	May 1 – Jul 10		Online
Performance Improvement Through Appraisal	BMC 176	016	20	\$399	May 8 – Jun 12		Online
Performance Measures for Organizations	BMC 150	015	20	\$399	May 8 – Jun 12		Online

MAIN CAMPUS: 2500 UNIVERSITY DRIVE NW DOWNTOWN CAMPUS: 906 8 AVENUE SW

*Please note: Course schedules are subject change without notice. Please consult our website for the most current information.*

# Human Resource Management Certificate

TIMETABLE 2011–2012

403-220-2988 [conted.ucalgary.ca](http://conted.ucalgary.ca)



COURSE NAME	NUMBER	SEC	HRS	FEE	DATES	DAY AND TIME	LOCATION
Recruitment and Selection	BMC 178	037	30	\$449	May 29 – Jun 28	TR 6 – 9 pm	Main
Tools for Training	BMC 134	011	20	\$399	May 7 – 30	MW 6 – 9 pm	Downtown

## SUMMER 2012

COURSE NAME	NUMBER	SEC	HRS	FEE	DATES	DAY AND TIME	LOCATION
Business Management	BMC 205	162	40	\$549	Jun 19 – Aug 28		Online
Conflict Management	BMC 212	055	20	\$399	Jul 24 – Aug 21		Online
Employee Relations: Building a Positive Workplace	BMC 175	011	20	\$399	Jul 23 – Aug 15	MWF 8:30 am – 4:30 pm	Downtown
Human Behaviour in Organizations	BMC 172	143	40	\$549	Jun 19 – Aug 28		Online
Human Resource Management	BMC 165	073	40	\$549	Jul 10 – Aug 21		Online
Learning Online	BMC 152	168	10	\$169	Aug 7 – 28		Online
		169	10	\$169	Aug 7 – 28		Online
		170	10	\$169	Aug 14 – Sep 4		Online
		171	10	\$169	Aug 14 – Sep 4		Online
		172	10	\$169	Aug 21 – Sep 11		Online
		173	10	\$169	Aug 21 – Sep 11		Online
Management Communications: Interpersonal Skills	BMC 206	080	40	\$549	Jun 19 – Aug 28		Online
		081	40	\$549	Jul 16 – 20	MTWRF 8:30 am – 4:30 pm	Downtown
Performance Improvement Through Appraisal	BMC 176	016	20	\$399	Aug 13 – 17	MWF 8:30 am – 4:30 pm	Downtown
Recruitment and Selection	BMC 178	038	30	\$449	Aug 13 – 16	MTWR	Downtown
Succession Planning for the 21st Century	BMC 287	005	20	\$399	Jul 25 – 27	WRF	Downtown

MAIN CAMPUS: 2500 UNIVERSITY DRIVE NW DOWNTOWN CAMPUS: 906 8 AVENUE SW

*Please note: Course schedules are subject change without notice. Please consult our website for the most current information.*