



Business, Tourism and Sport & Leisure
Holland College Charlottetown Centre
140 Weymouth Street
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Welcome to the Human Resource Management Program

Currently, the Chief Public Office has indicated that anyone entering Prince Edward Island must self-isolate for 14 days. Currently, out of province students must apply for [travel approval](#) from the province and will need to provide proof of enrollment at Holland College along with proof of accommodation for entry into P.E.I. If the current directive of self-isolation from the Chief Public Office changes between now and September 1st, students will be advised of such changes by Holland College.

August 1, 2020

As your Program Manager, I am very excited to welcome you to Holland College and the Human Resource Management (HRM) Program. We are all excited for your September start and in light of COVID-19 are prepared to give you a top quality, as well as a safe, educational experience. Some key dates and information are provided below, including Calendars on pages 2 and 3, to assist with your personal planning. You can also find information on the college's Academic Calendar:

<https://hollandcollege.com/campus-life/student-calendar-2020-2021.html>.

- An HRM Program **Virtual Orientation** will take place on **Thursday, September 3, 2020 from 7:00 p.m. - 9:00 p.m.** During the last week of August, you will receive an e-mail from your Learning Manager, Susan Bruce with instructions and a link to this meeting. You will need a computer with a sound card, speaker /headset /ear buds, and access to the internet. At the meeting, you will meet me and Susan, who will cover key program information, an overview of how the academic year will flow, and answer any questions.
- Learning Manager, **Susan Bruce** can be reached at: sbruce@hollandcollege.com
- There is one required textbook: *Managing Human Resources, 9th Canadian Edition*, Belcourt, Singh, Snell, Morris, 2020 (Nelson). Samuel's Bookstore has copies for order and will ship to you (ISBN-9780176798055). Alternatively, you can order the less expensive electronic/eBook version (ISBN-9780176861377).
- *Samuel's Campus Bookstore* can be contacted at: <http://www.hollandcollege.com/bookstore/>
- Due to COVID-19, face-to-face classroom sessions will be **replaced** with online sessions for at least this fall semester. Your first online class will be held on **Saturday, September 5, 2020 starting at 9:00 a.m.** Courses in this program run individually (one at a time) and consecutively (one after the other), see page 3 calendar.
- Every course in this program will have two class sessions which are scheduled to take place approximately **every second Saturday** throughout the academic year. Fall online sessions will run from 9:00 a.m. - 12:00 noon. Should COVID-19 restrictions ease, face-to-face sessions may commence in the second semester starting January 2021. In this case, on-campus in-class full-day sessions will take place Saturdays 9:00 – 3:30 with a half-hour lunch break. The Program Calendar on page 2 lists dates for classes and holidays/breaks.
- All incoming students must have completed the two pre-requisite courses **Human Resource Management I** and **Organizational Behaviour** (or equivalents) prior to starting in September. Transcripts for transfer credit courses must be received by the Admissions Department on or before **Sept. 28, 2020**.

We are looking forward to personally welcoming you in September. If any questions arise prior to Orientation, please do not hesitate to contact either myself or Susan.

Kindest regards,

Craig Dauphinee
Program Manager -Business, Tourism and Sport & Leisure

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Human Resource Management Program

2020-2021 School Calendar

July '20						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

-  School Closed/Break
-  PD Day for Instructors (afternoon only)
-  Class Session
-  HRM Orientation
-  Graduation (not confirmed)
- Projected Graduation: May 14, 2021**

Green # = Course Start Date; Red # = Course End Date

Human Resource Management Certificate Program

Program Calendar: 2020 - 2021

Online Synchronous Sessions: Sept.- Dec. (TBD Jan. - Apr.)

Semester 1

Session Date	Virtual Session	Course
Sept. 3, 2020	7:00 pm - 9:00 pm	Orientation with Program Manager & Learning Manager
Sept. 5, 2020		BUSI-1400 START DATE (SAM Access to course: Sept. 3)
Sept. 5, 2020	9:00 am - noon	BUSI-1400 Planning and Management
Sept. 19, 2020	9:00 am - noon	BUSI-1400 Planning and Management
Sept. 27, 2020		BUSI-1400 END DATE
Sept. 30, 2020		BUSI-1401 STATE DATE (SAM Access to course: Sept. 29)
Oct. 3, 2020	9:00 am - noon	BUSI-1401 Recruitment & Selection
Oct. 17, 2020	9:00 am - noon	BUSI-1401 Recruitment & Selection
Oct. 24, 2020		BUSI-1401 END DATE
Oct. 27, 2020		BUSI-1402 START DATE (SAM Access to course: Oct.26)
Oct. 31, 2020	9:00 am - noon	BUSI-1402 Performance Management
Nov. 14, 2020	9:00 am - noon	BUSI-1402 Performance Management
Nov. 17, 2020		BUSI-1402 END DATE
Nov. 20, 2020		BUSI-1403 START DATE (SAM Access to course: Nov. 19)
Nov. 21, 2020	9:00 am - noon	BUSI-1403 Developing Compensation Programs
Dec. 5, 2020	9:00 am - noon	BUSI-1403 Developing Compensation Programs
Dec. 11, 2020		BUSI-1403 END DATE

Dec. 12- Jan. 5 NO CLASSES Christmas/Holiday Break - No Classes

Session Date	Class Session	Course
* Depending on COVID-19 restrictions, Face-to-Face In-Class Sessions may begin in January. Otherwise Virtual Sessions will continue.		

Semester 2

Jan. 7, 2021		BUSI-1404 START DATE (SAM Access to course: Jan. 6)
Jan. 9, 2021	9:00 am - 3:30 pm*	BUSI-1404 Training & Development
Jan. 23, 2021	9:00 am - 3:30 pm*	BUSI-1404 Training & Development
Jan. 27, 2021		BUSI-1404 END DATE
Jan. 30, 2021		BUSI-1405 START DATE (SAM Access to course: Jan. 29)
Feb. 6, 2021	9:00 am - 3:30 pm*	BUSI-1405 Occupational Health & Safety
Feb. 20, 2021	9:00 am - 3:30 pm*	BUSI-1405 Occupational Health & Safety
Feb. 20, 2021		BUSI-1405 END DATE
February 21 - 28	NO CLASSES	February Break - No Classes
Mar. 1, 2021		BUSI-1408 START DATE (SAM Access to course: Feb. 28)
Mar. 6, 2021	9:00 am - 3:30 pm*	BUSI-1408 Labour Relations
Mar. 20, 2021	9:00 am - 3:30 pm*	BUSI-1408 Labour Relations
Mar. 22, 2021		BUSI-1408 END DATE
Mar. 25, 2020		BUSI-1407 START DATE (SAM Access to course: Mar. 24)
Mar. 27, 2021	9:00 am - 3:30 pm *	BUSI-1407 Capstone - Developing Policy Manual Components
Apr. 10, 2021	9:00 am - 3:30 pm *	BUSI-1407 Capstone - Developing Policy Manual Components
Apr. 23, 2021		BUSI-1407 END DATE