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| HC_Logo | Business, Tourism and Sport & Leisure Holland College Charlottetown Centre  140 Weymouth Street  Charlottetown, PE C1A 4Z1  Telephone: (902) 566-9657  [www.hollandcollege.com](http://www.hollandcollege.com) |

**Welcome to the Human Resource Management Program**

August 1, 2021

As your Program Manager, I am very excited to welcome you to Holland College and the Human Resource Management (HRM) Program. We are looking forward to your September start and in light of COVID-19 are preparing to give you a top quality, as well as a safe, educational experience. Key dates and information appear below, including calendars on pages 2 and 3 to assist you with planning. Also see the college calendar: <https://www.hollandcollege.com/campus-life/calendar-2021-2022.html>

* The HRM Program **Orientation** will take place on **Thursday, September 2, 2021** from **6:00 p.m. - 9:00 p.m.** in **classroom 21W** at the Prince of Wales Campus (140 Weymouth Street, Charlottetown). At this time, you will meet me, your Learning Manager, and your classmates. We will review how the academic year will progress, you will receive a package of program information, and cover a getting-started tutorial on our learning management system, SAM.
* Your instructor, Learning Manager, **Susan Bruce** can be reached at: [slbruce@hollandcollege.com](mailto:slbruce@hollandcollege.com)
* There is one requiredtextbook for the year: ***Managing Human Resources***, ***9th Canadian Edition***, Belcourt, Singh, Snell, Morris, 2020 (Nelson). Available in soft cover (ISBN-9780176798055) or electronic version (ISBN-9780176861377). Please make every effort to obtain your textbook before September.
* ***Samuel’s Campus Bookstore***can assist you with purchasing the textbook, any supplies, and college apparel. See their website for hours, location, or to contact (they may ship locally): <http://www.hollandcollege.com/bookstore/>
* Your first face-to-face class will be held on **Saturday, September 4, 2021** starting at **9:00 a.m**. Courses in this program run individually (one course at a time) and consecutively (one course after the other), see calendar on page 2 for details.
* Each course in the HMR Program has two on-campus, in-class sessions scheduled to take place approximately **every other Saturday** throughout the academic year. These classes are considered mandatory. Saturday class times are 9:00 – 4:00 with a one-hour lunch break. See Program Calendar on page 3 for class dates and holidays/breaks.
* Covid protocol requires that you **wear a face mask** and follow our COVID-19 safety procedures when on campus: <https://www.hollandcollege.com/covid-19-on-site-procedures.html>
* 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 courses must be received by the Admissions Department on or before **Sept. 27, 2021**.

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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