

Durham Campus

Business Communication and Human Resources Management Dual Post-Graduate Certificate

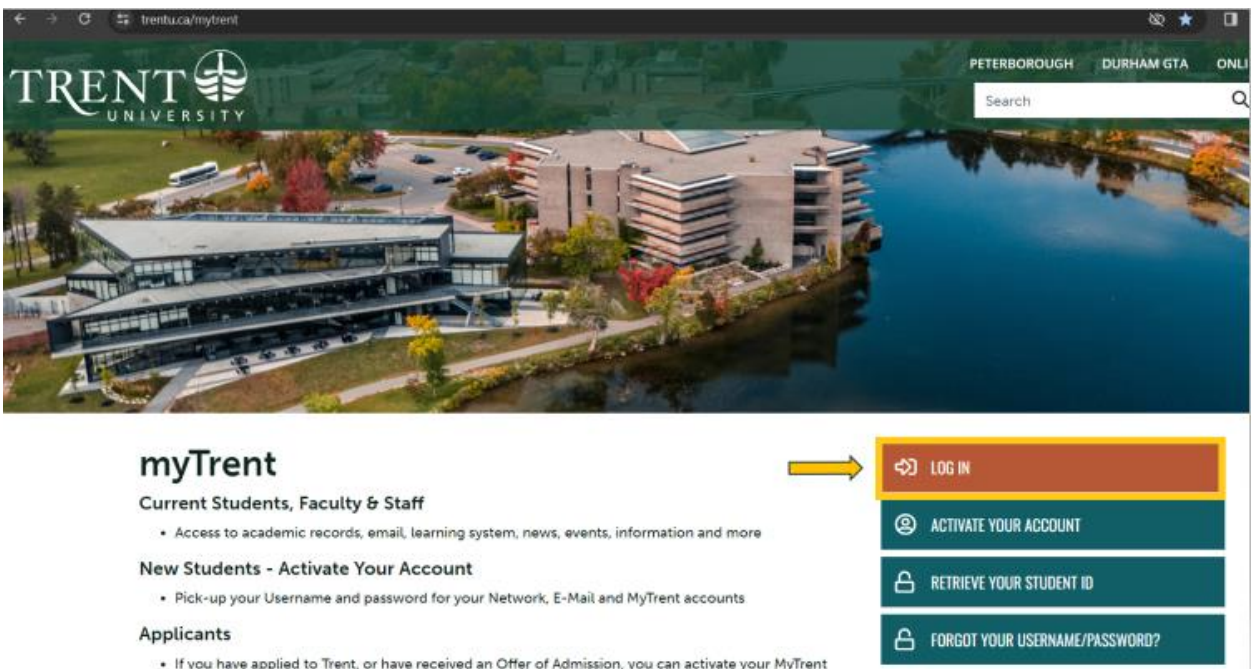
Registration Guide
Fall Term 1 & Winter Term 2
September 2024 Entry

Registration Steps

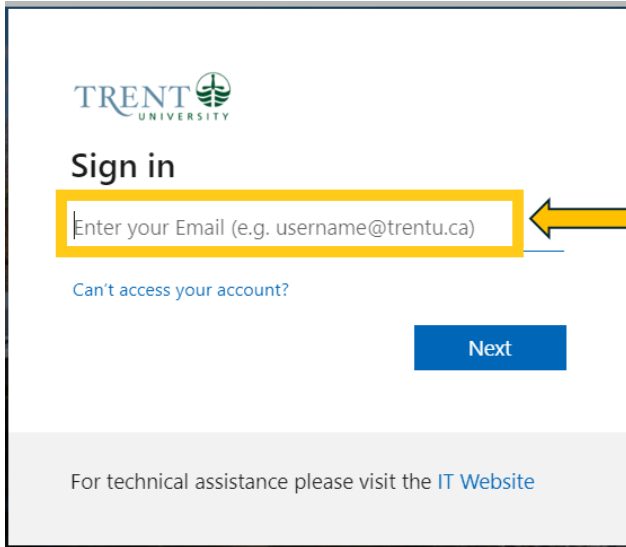
1. In the search bar, type <https://www.trentu.ca/mytrent/>



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



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



TRENT UNIVERSITY

Sign in

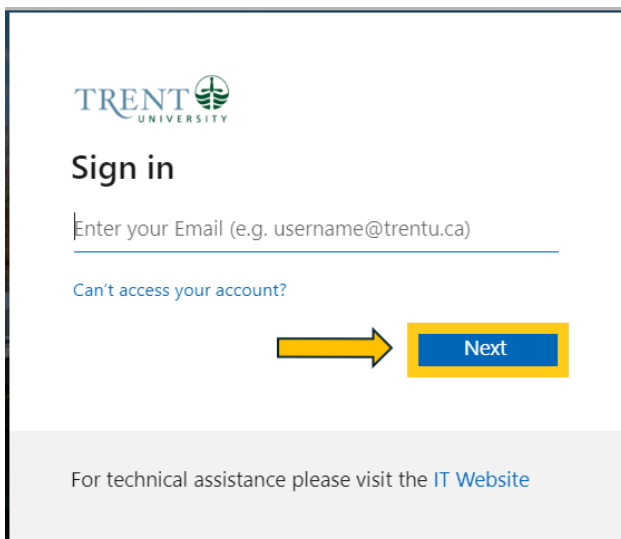
Enter your Email (e.g. username@trentu.ca)

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

Next

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

4. Click **Next**



TRENT UNIVERSITY

Sign in

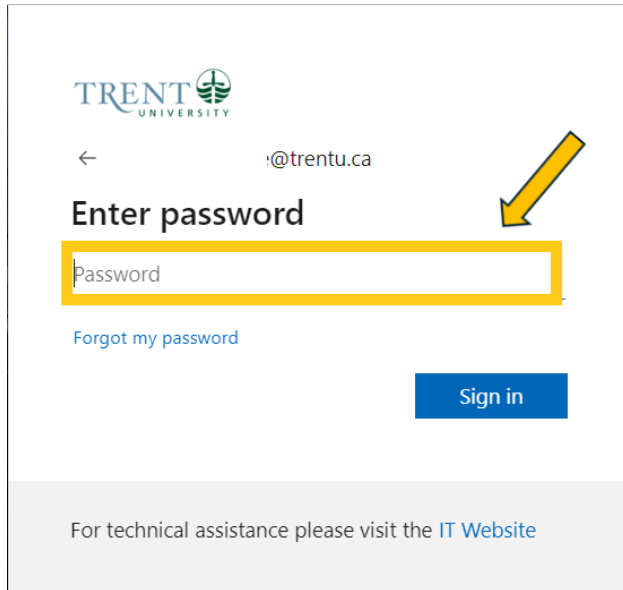
Enter your Email (e.g. username@trentu.ca)

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

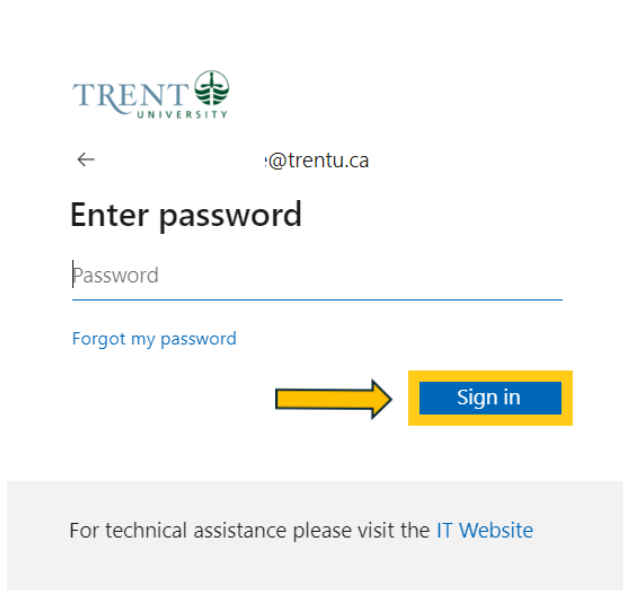
Next

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

5. Enter your **password**



6. Click **Sign in**

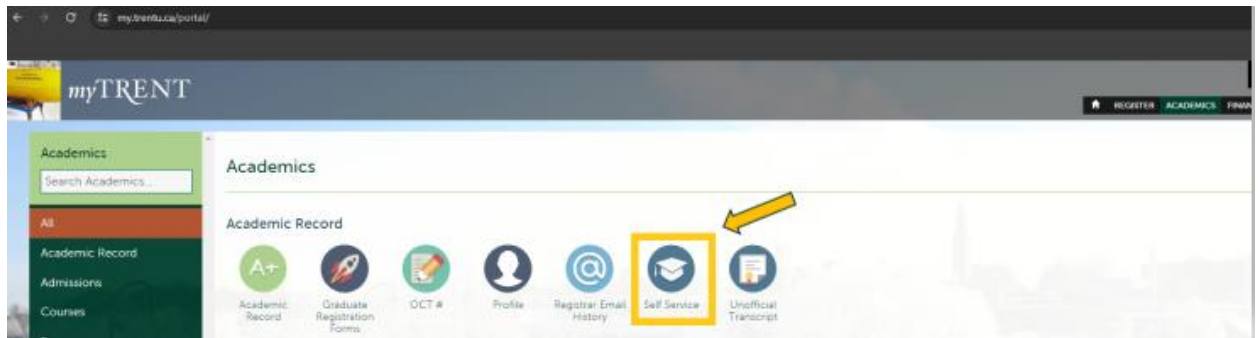


7. At the top right corner of myTrent portal, click **Academics** tabs

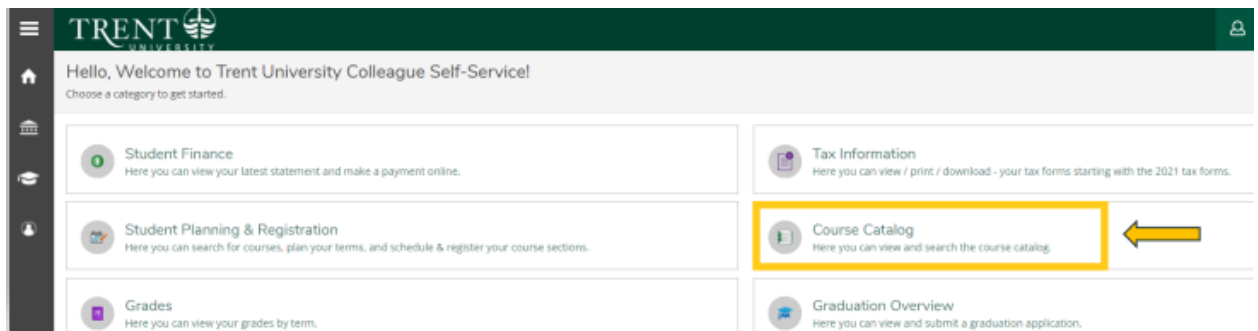


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

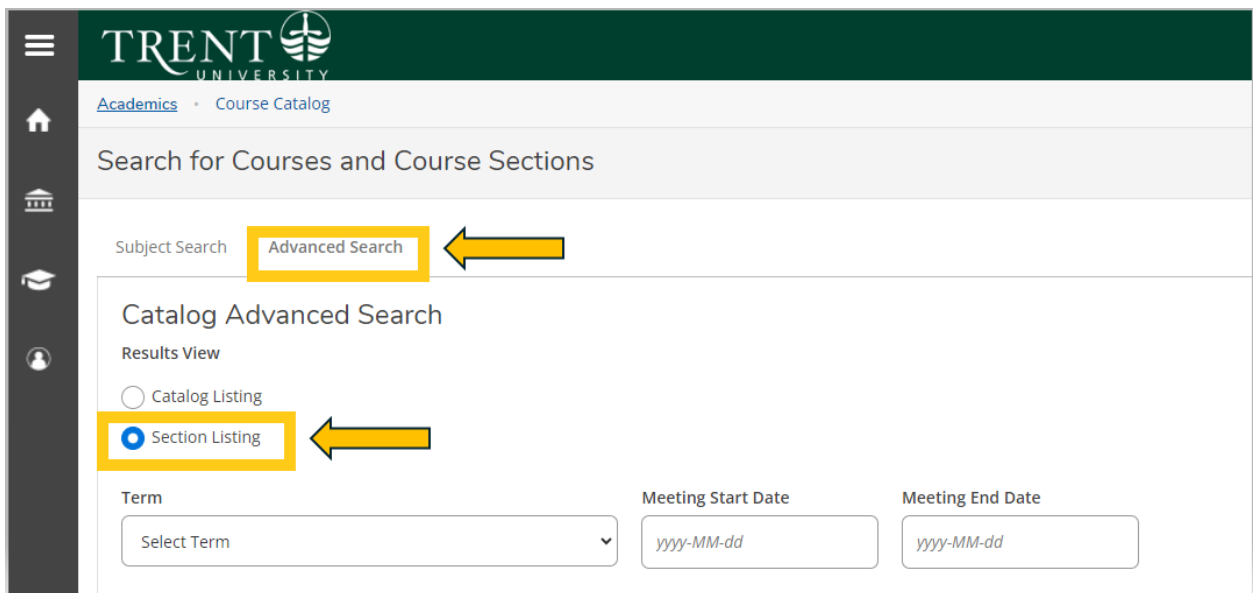
**Business Communication and Human Resources Management Dual PGC
Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



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 Fall Term** from the drop-down menu

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 Fall Term

Meeting Start Date

yyyy-MM-dd

Meeting End Date

yyyy-MM-dd

Courses And Sections

Subject

Course number (eg 2001H)

Section

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

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 Fall Term

Meeting Start Date

yyyy-MM-dd

Meeting End Date

yyyy-MM-dd

Courses And Sections

Communications

Course number (eg 2)

Section

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

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Communications | Course number (eg 2) | Section

Subject | Course number (eg 2) | Section

Subject | Course number (eg 2) | Section

+ Add More...

Location: Durham Greater Toronto Area

14. Click **Search**

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

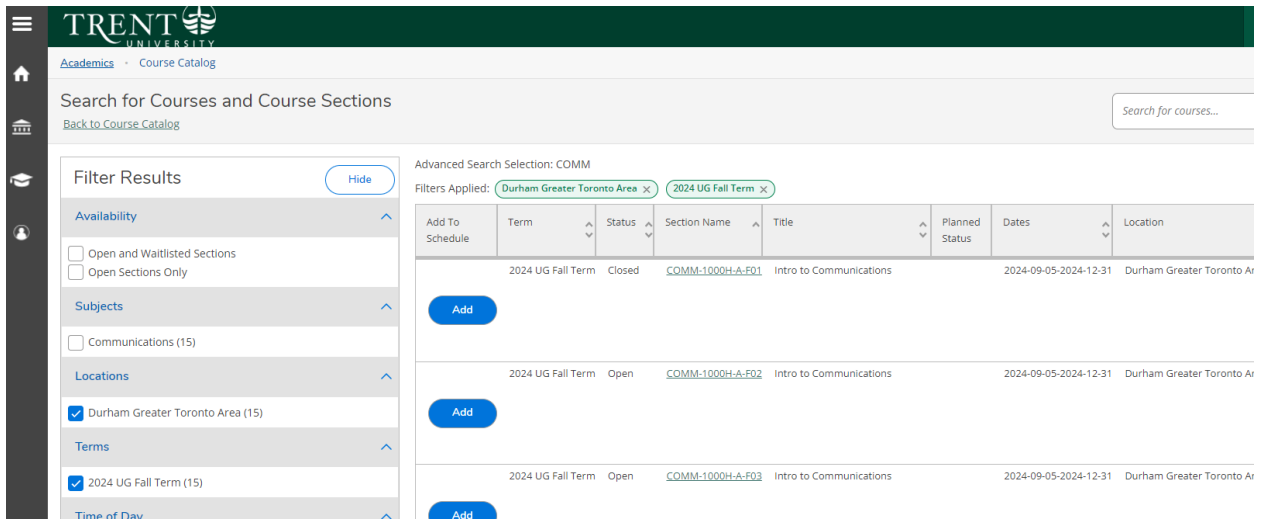
Clear Search

15. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Communications** course. The courses will appear in numerical order. On this step you are planning your courses.

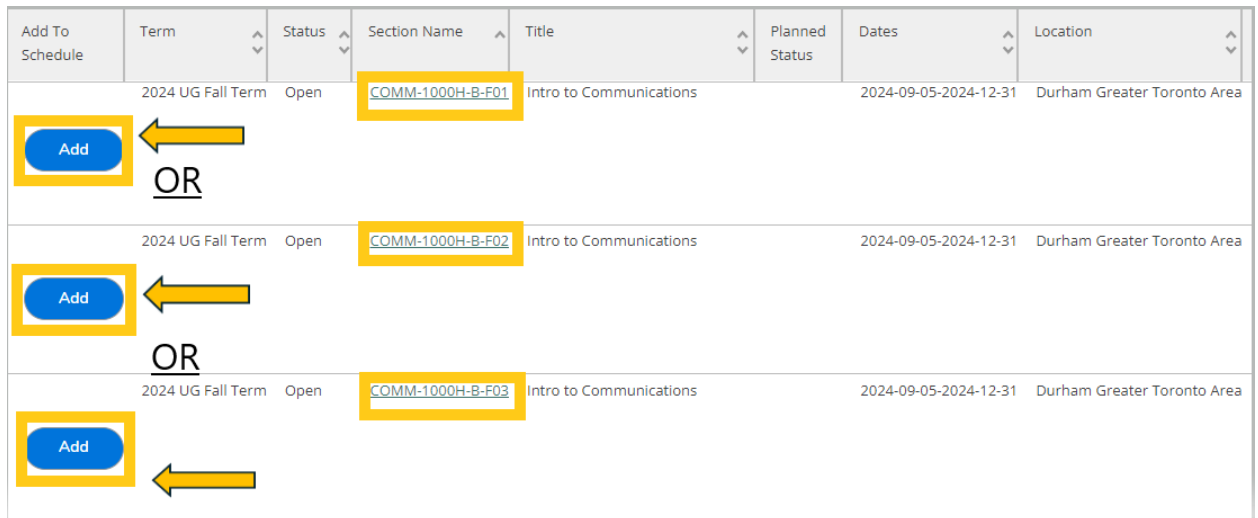
Required **Term 1 fall COMM** course:

- **COMM 1000H: Introduction to Communication**

- **COMM-1000H-B-F01 or COMM-1000H-B-F02 or COMM-1000H-B-F03**



16. Locate **COMM-1000H-B-F01 or COMM-1000H-B-F02 or COMM-1000H-B-F03** > click **Add**



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

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Section Details

COMM-1000H-B-F01
Intro to Communications
2024 UG Fall Term

Instructors Monti, A

Meeting Information F 3:30 PM - 5:30 PM
2024-09-05 - 2024-12-04
Durham Greater Toronto Area,
F 5:30 PM - 6:20 PM
2024-09-05 - 2024-12-04
Durham Greater Toronto Area,

Dates 2024-09-05 - 2024-12-31

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites None

Course Description An introduction to the study of various aspects of human communication. Consideration of the forms, formats, settings, and infrastructure of communication practices and the communications industry. Quantitative and qualitative approaches to understanding our engagements with various forms of communication. Equivalent to CCTH 1000H.

Additional Information This section is for postgraduate students only.

Books [Bookstore Information](#)

Close **Add Section**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	COMM-1000H-B-F01	Intro to Communications		2024-09-05-2024-12-31	Durham Greater Toronto Area

19. Once you have added the required COMM fall course > 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

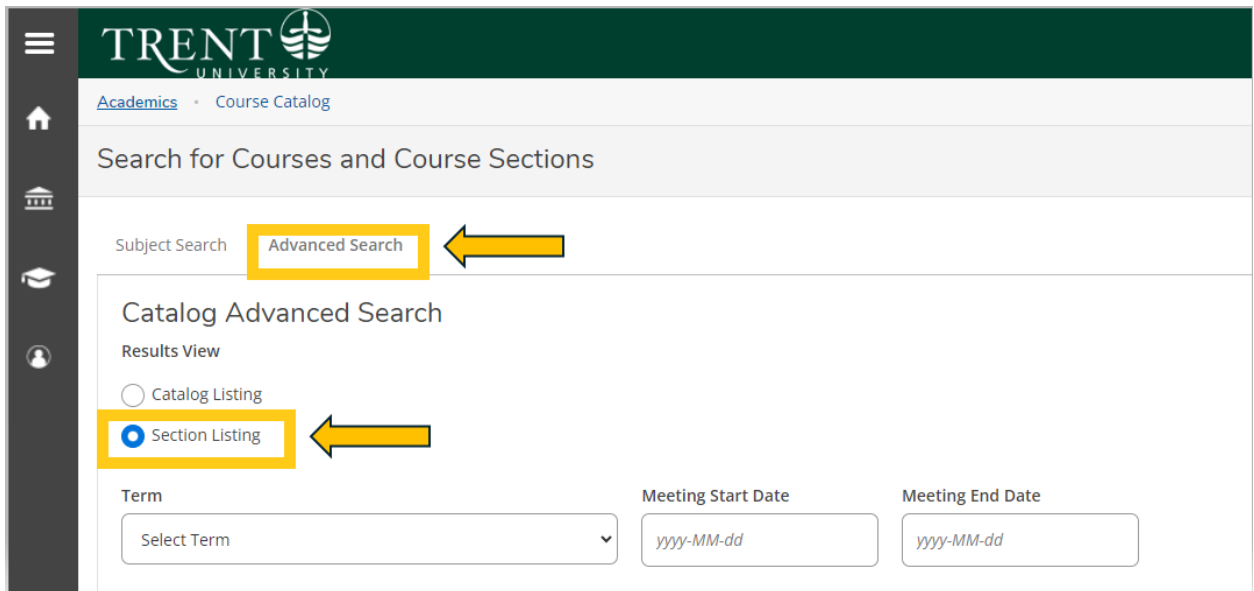
Open and Waitlisted Sections

Advanced Search Selection: COMM

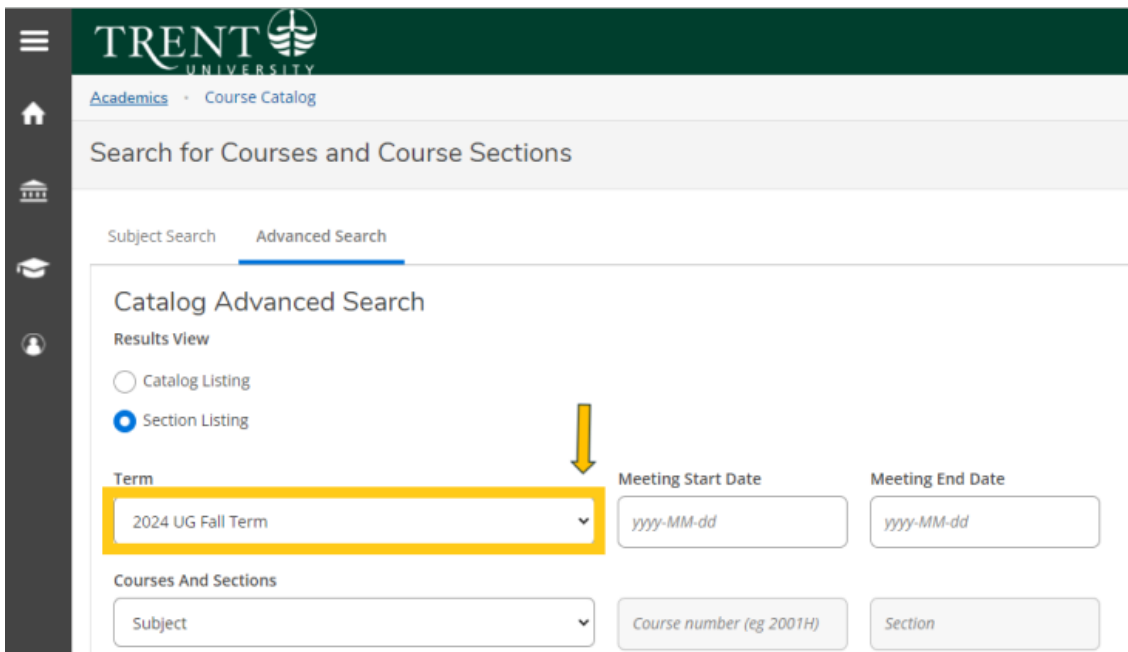
Filters Applied: Durham Greater Toronto Area 2024 UG Fall Term

Add To Schedule	Term	Status	Section Name	Ti
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20. Using the Advanced Search Tab, under Results View, select **Section Listing**



21. Under Term, select **2024 UG Fall Term** from the drop-down menu



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

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 Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2001H)

Section

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

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2001H)

Section

Subject: Subject

Course number (eg 2001H)

Section

Subject: Subject

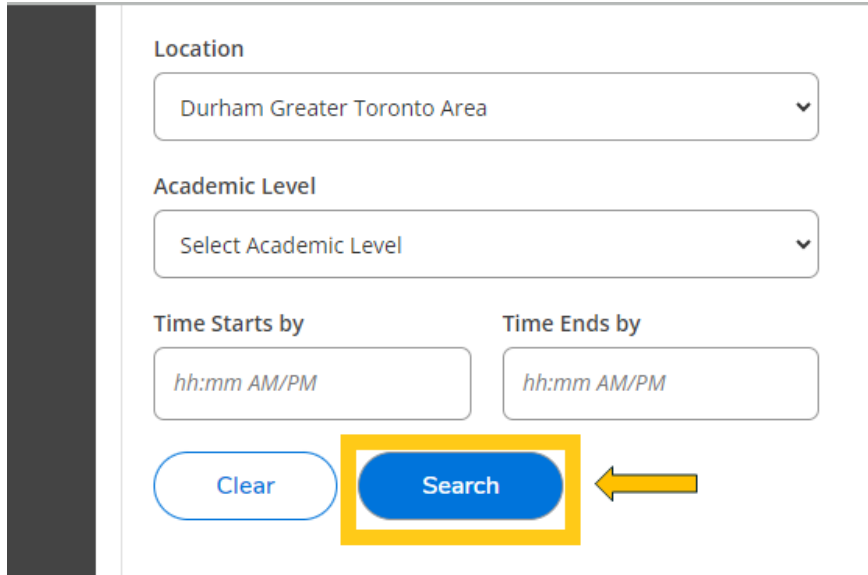
Course number (eg 2001H)

Section

+ Add More...

Location: Durham Greater Toronto Area

24. Click **Search**



The image shows a registration form with the following fields:

- Location:** A dropdown menu with "Durham Greater Toronto Area" selected.
- Academic Level:** A dropdown menu with "Select Academic Level" selected.
- 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.

25. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 1 fall ADMN** courses:

- **ADMN 2220H: Organizational Behaviour**
 - **ADMN-2220H-B-F01 or ADMN-2220H-C-F01**
- **ADMN 2230H: Human Resource Management**
 - **ADMN-2230H-B-F01 or ADMN-2230H-C-F01**
- **ADMN 2080H: Managerial and Market Research**
 - **ADMN-2080H-A-F01 or ADMN-2080H-B-F01**
- **ADMN 2100H: Introduction to Marketing**
 - **ADMN-2100H-B-F01 or ADMN-2100H-C-F01**

Business Communication and Human Resources Management Dual PGC
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Advanced Search Selection: ADMN
 Filters Applied: Durham Greater Toronto Area 2024 UG Fall Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Closed	ADMN-1000H-A-F01	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-1000H-A-F02	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-1000H-A-F03	Contemp. Issues Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

26. Locate **ADMN-2220H-B-F01** or **ADMN-2220H-C-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Open	ADMN-2220H-A-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2220H-B-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2220H-C-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area

27. 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-B-F01
Organizational Behaviour
2024 UG Fall Term

Instructors Brown, C

Meeting Information W 6:30 PM - 9:20 PM
2024-09-05 - 2024-12-04
Durham Greater Toronto Area

Dates 2024-09-05 - 2024-12-31

Seats Available ⓘ

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.

Additional Information This course is for postgraduate students only. One Three-hour lecture weekly.

Books [Bookstore Information](#)

Close ➔ Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Open	ADMN-2220H-A-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2220H-B-F01	Organizational Behaviour	✓ Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2220H-C-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area

29. Locate next ADMN course, **ADMN-2230H-B-F01** or **ADMN-2230H-C-F01**> click **Add**

**Business Communication and Human Resources Management Dual PGC
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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	ADMN-2230H-B-F01	Organizational Behaviour	Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2220H-C-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2230H-A-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2230H-B-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2230H-C-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

Section Details

ADMN-2230H-B-F01
Human Resource Management
2024 UG Fall Term

Instructors TBD

Meeting Information F 8:30 AM - 11:20 AM
2024-09-05 - 2024-12-04
Durham Greater Toronto Area

Dates 2024-09-05 - 2024-12-31

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites None

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

Additional Information This course is for postgraduate students only. One Three-hour lecture weekly.

Books [Bookstore Information](#)

Close

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	ADMN-2230H-A-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2230H-B-F01	Human Resource Management	Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2230H-C-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

32. Locate next ADMN course, **ADMN-2080H-A-F01** or **ADMN-2080H-B-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	ADMN-2010H-C-F01	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2080H-A-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area
OR							
	2024 UG Fall Term	Open	ADMN-2080H-B-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

Section Details

ADMN-2080H-A-F01
Managerial & Market Research
 2024 UG Fall Term

Instructors Vaishnav, B

Meeting Information T 8:30 AM - 11:20 AM
 2024-09-05 - 2024-12-04
 Durham Greater Toronto Area.

Dates 2024-09-05 - 2024-12-31

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites None

Course Description Focuses on primary research and its use in problem solving and decision-making. Covers qualitative and quantitative research design, planning, implementation, and analysis. Research methods studied include surveys, focus groups, analytical interviews, ethnography, and action research. Prerequisite: 1.0 ADMN credit.

Additional Information This course is for postgraduate students only. One Three-hour lecture weekly.

Books [Bookstore Information](#)

Close

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	ADMN-2080H-A-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2080H-B-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area

35. Locate next ADMN course, **ADMN-2100H-B-F01** or **ADMN-2100H-C-F01** > click **Add**

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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Open	ADMN-2080H-B-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2100H-A-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2100H-B-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2100H-C-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

Section Details

ADMN-2100H-B-F01
Introduction to Marketing
2024 UG Fall Term

Instructors Vaishnav, B

Meeting Information M 12:00 PM - 2:50 PM
2024-09-05 - 2024-12-04
Durham Greater Toronto Area.

Dates 2024-09-05 - 2024-12-31

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites

⚠️ 1.0 ADMN credit; or 0.5 credits ADMN and MDST - Must be completed prior to taking this course.

Course Description Aims to give students a basic understanding of marketing and its core concepts-how a marketing approach can be implemented and managed in a range of markets, situations, and organizations. Prerequisite:Prerequisite: 1.0 ADMN credit or 0.5 ADMN credit and CUST-MDST 1535H.








Additional Information This course is for postgraduate students only. One Three-hour lecture weekly.

Books [Bookstore Information](#)

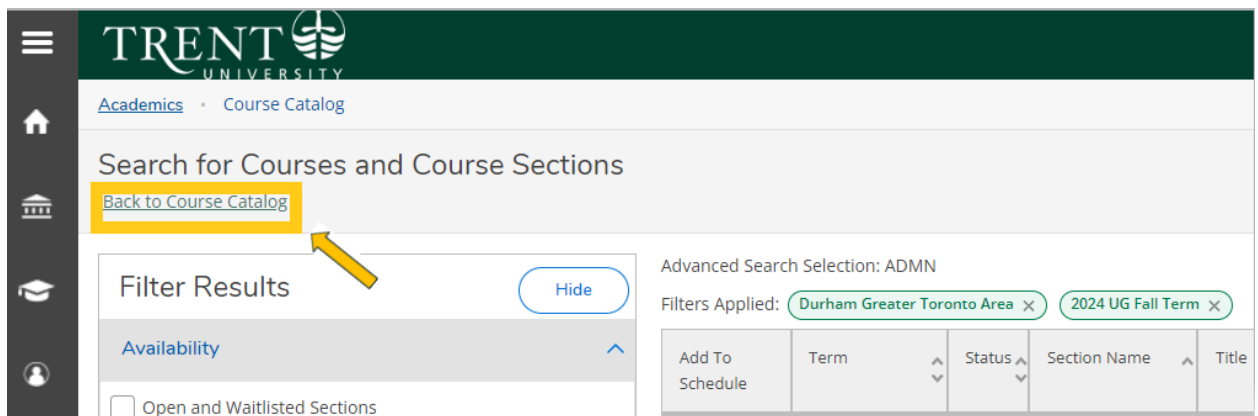
Close [Add Section](#)

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

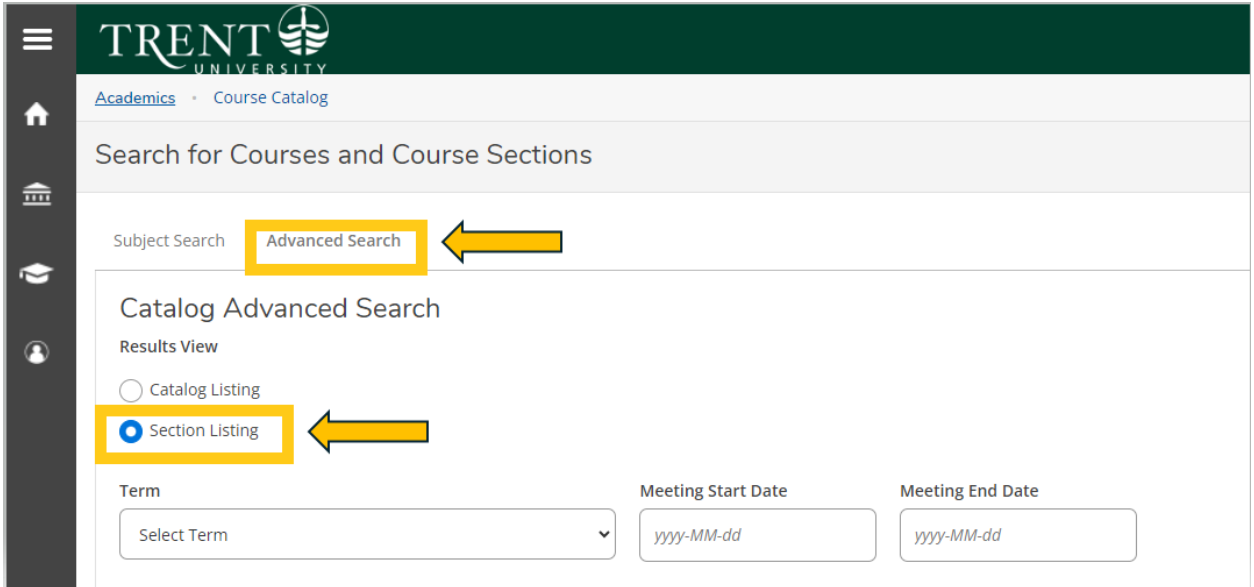
**Business Communication and Human Resources Management Dual PGC
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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2024 UG Fall Term	Open	ADMN-2080H-A-F01	Managerial & Market Research	 Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2080H-B-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2100H-A-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2100H-B-F01	Introduction to Marketing	 Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
	2024 UG Fall Term	Open	ADMN-2100H-C-F01	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater Toronto Area

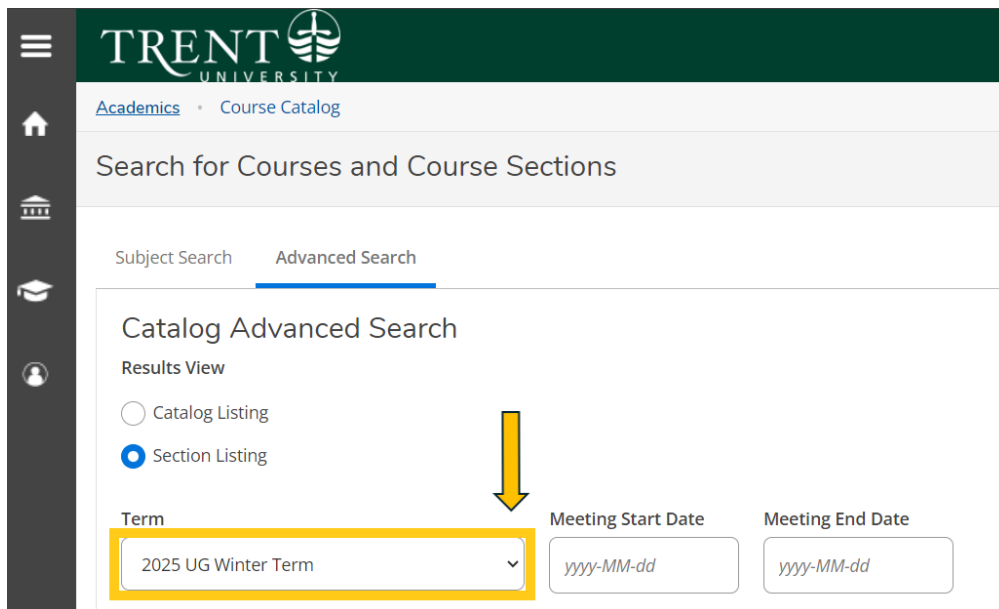
38. Once you have added the required ADMN fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page



39. Next, you will need to **add your Term 2 winter courses**.
You will now need to locate the required COMM winter course. Using the Advanced Search Tab, under Results View, select **Section Listing**



40. Under Term, select **2025 UG Winter Term** from the drop-down menu



41. Under Courses And Sections, select **Communications** from the drop-down menu

Academics · Course Catalog

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2025 UG Winter Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: **Communications**

Course number (eg 2):

Section:

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

Search for Courses and Course Sections

Subject Search **Advanced Search**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2025 UG Winter Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Communications

Course number (eg 2001H):

Section:

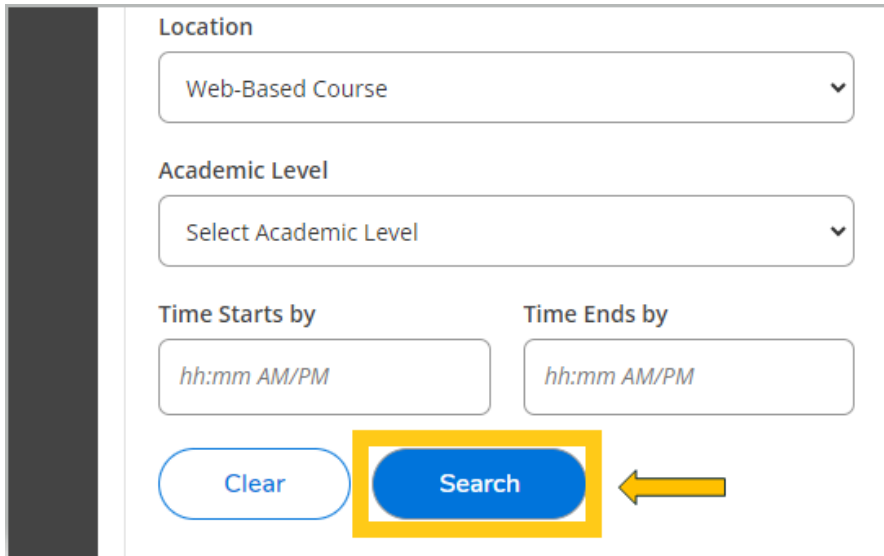
Subject: Course number (eg 2001H) Section:

Subject: Course number (eg 2001H) Section:

+ Add More...

Location: **Web-Based Course**

43. Click **Search**



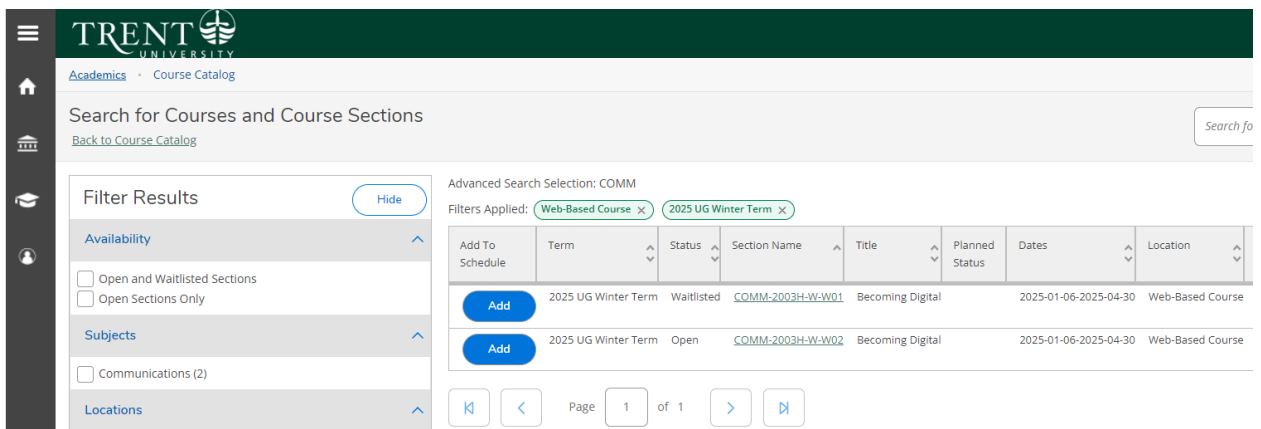
The screenshot shows a search filter interface with the following elements:

- Location:** A dropdown menu currently set to "Web-Based Course".
- Academic Level:** A dropdown menu currently set to "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.

44. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Communications** course. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter COMM** course:

- **COMM 2003H: Becoming Digital**
 - **COMM-2003H-W-W02**



The screenshot shows the Trent University Course Catalog search results page. The page includes a navigation sidebar on the left, a search bar at the top right, and a main content area with filter results and a table of search results.

Filter Results:

- Availability:** Open and Waitlisted Sections, Open Sections Only
- Subjects:** Communications (2)
- Locations:** (no filters shown)

Advanced Search Selection: COMM



Filters Applied: Web-Based Course, 2025 UG Winter Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Waitlisted	COMM-2003H-W-W01	Becoming Digital		2025-01-06-2025-04-30	Web-Based Course
Add	2025 UG Winter Term	Open	COMM-2003H-W-W02	Becoming Digital		2025-01-06-2025-04-30	Web-Based Course

Page 1 of 1

45. Locate **COMM-2003H-W-W02** > click **Add**

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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Waitlisted	COMM-2003H-W-W01	Becoming Digital		2025-01-06-2025-04-30	Web-Based Course
	2025 UG Winter Term	Open	COMM-2003H-W-W02	Becoming Digital		2025-01-06-2025-04-30	Web-Based Course

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

Section Details

COMM-2003H-W-W02
Becoming Digital
2025 UG Winter Term

Instructors TBD

Meeting Information 2025-01-06 - 2025-04-04
Web-Based Course, (Web-Based Course)

Dates 2025-01-06 - 2025-04-30

Seats Available ⓘ

Credits 0.5


Grading Graded

Requisites None



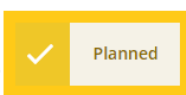
Course Description Provides students with the tools they need to navigate the changes to thought and communication that digital technology has wrought. This course not only offers insight into how technology has changed how we read and write, but also how we change with it. Students also engage in making the digital media/objects they study.

Additional Information Undergraduate students to register in W01 section. Postgraduate students to register in W02 section.

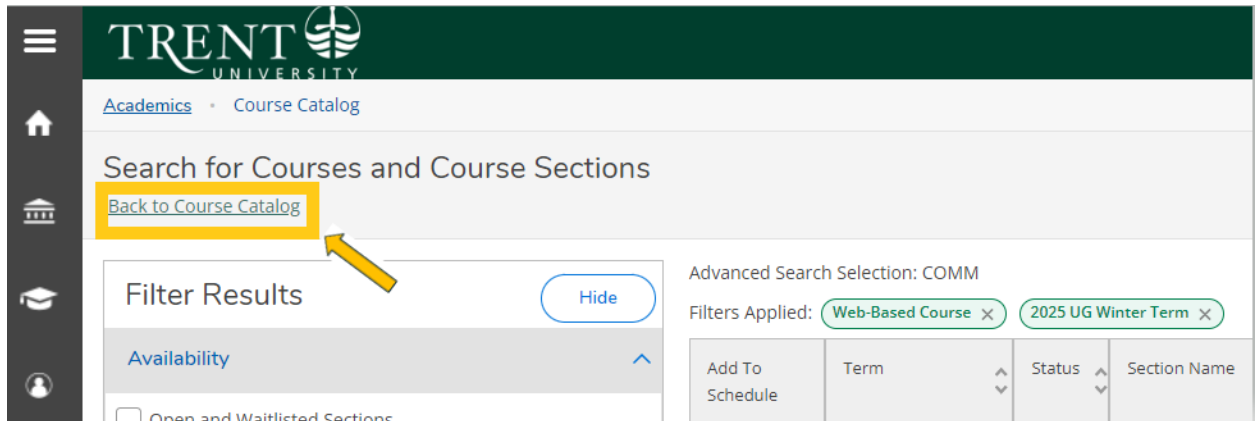
Books [Bookstore Information](#)

Close

Add Section

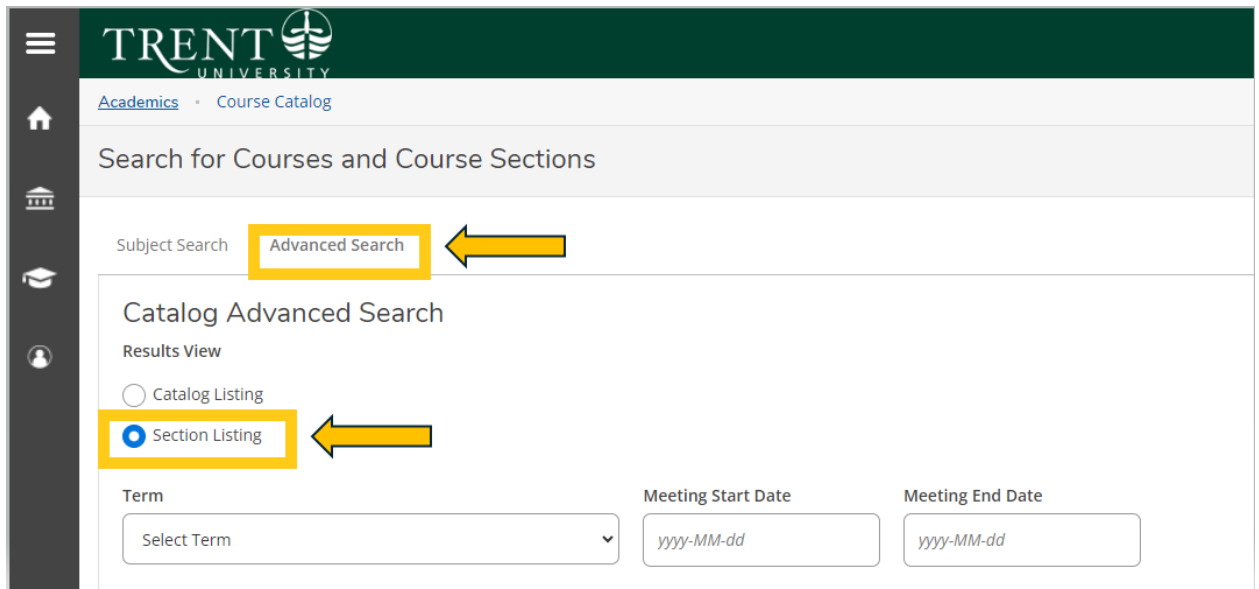
47. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Waitlisted	COMM-2003H-W-W01	Becoming Digital		2025-01-06-2025-04-30	Web-Based Course
	2025 UG Winter Term	Open	COMM-2003H-W-W02	Becoming Digital		2025-01-06-2025-04-30	Web-Based Course

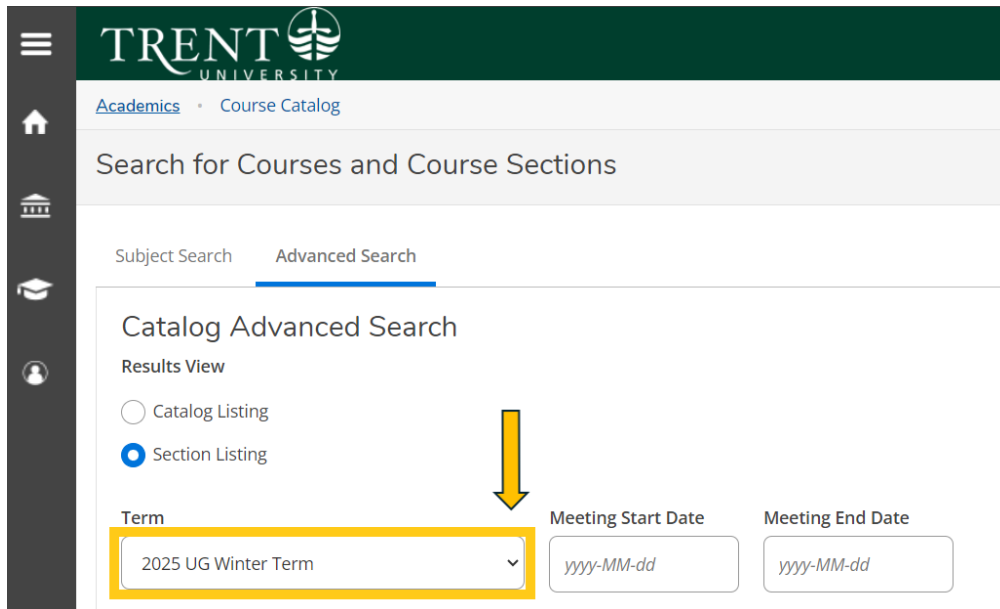
48. Once you have added the required COMM winter course > Click **Back to Course Catalog** in the top left-hand corner of the page



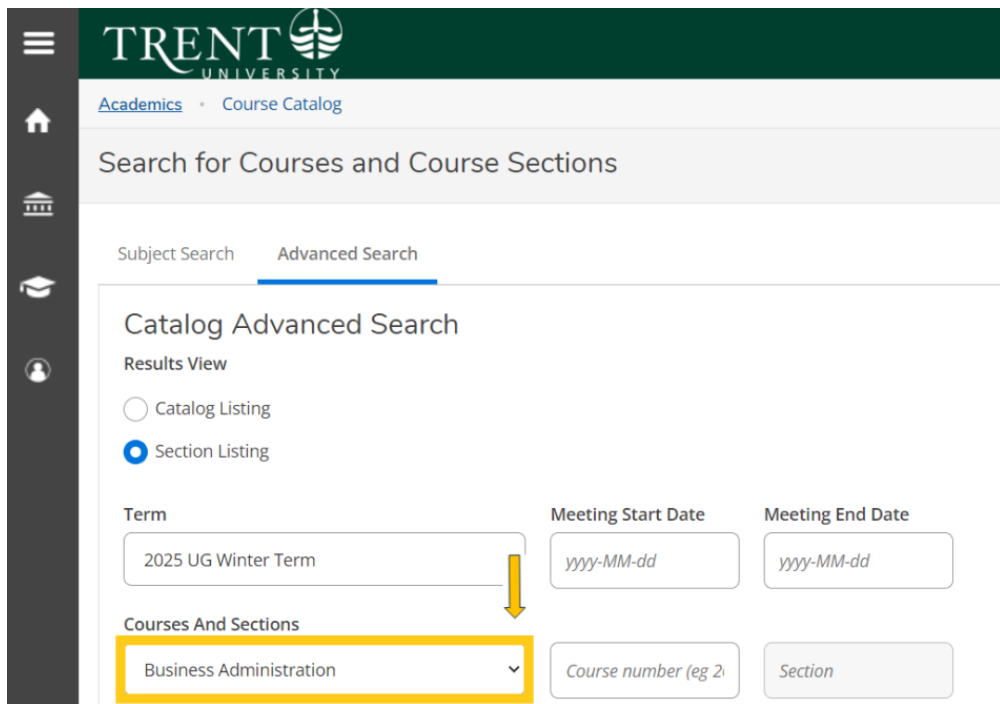
49. You will now need to locate the required ADMN winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**



50. Under Term, select **2025 UG Winter Term** from the drop-down menu



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



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

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

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

53. Click **Search**

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

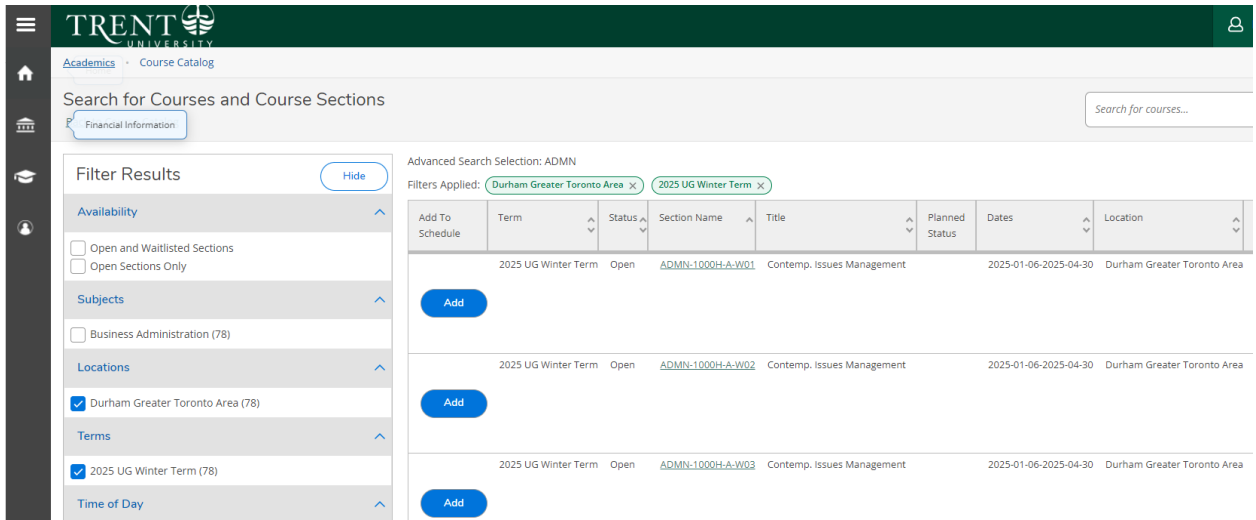
54. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter ADMN** courses:

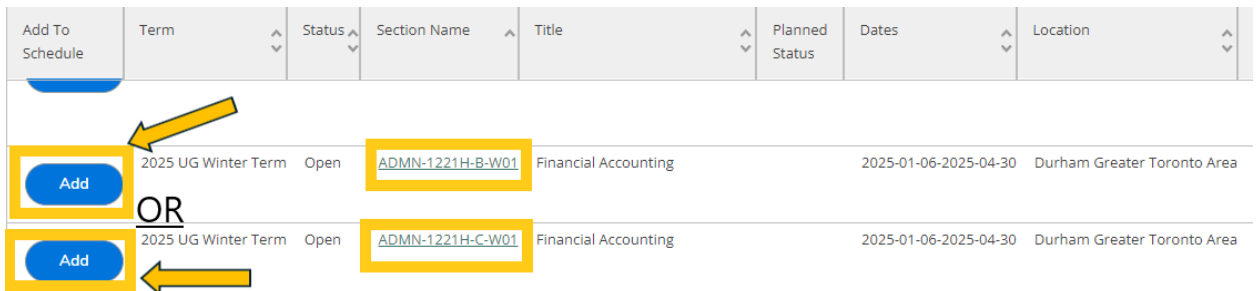
- **ADMN 1221H: Financial Accounting**
 - **ADMN-1221H-B-W01 or ADMN-1221H-C-W01**
- **ADMN 3230H: Training and Development**
 - **ADMN-3230H-A-W01 or ADMN-3230H-B-W01**

- **ADMN 2410H: Communications in Organizations**
 - **ADMN-2410H-A-W01** or **ADMN-2410H-B-W01**

- **ADMN 3150H: Advertising**
 - **ADMN-3150H-B-W01** or **ADMN-3150H-C-W01**



55. Locate **ADMN-1221H-B-W01** or **ADMN-1221H-C-W01** > click **Add**



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

**Business Communication and Human Resources Management Dual PGC
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Section Details

ADMN-1221H-B-W01
Financial Accounting
2025 UG Winter Term

Instructors TBD

Meeting Information F 8:30 AM - 11:20 AM
2025-01-06 - 2025-04-04
Durham Greater Toronto Area,

Dates 2025-01-06 - 2025-04-30

Seats Available ⓘ

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 integrated into the context of control and accountability. Excludes ADMN 1021H, 2021H.

Additional Information This course is for postgraduate students only. One Three-hour lecture weekly.

Books [Bookstore Information](#)

Close **Add Section**

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<input type="button" value="Add"/>	2025 UG Winter Term	Open	ADMN-1221H-A-W03	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	ADMN-1221H-B-W01	Financial Accounting	<input checked="" type="checkbox"/> Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
<input type="button" value="Add"/>	2025 UG Winter Term	Open	ADMN-1221H-C-W01	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area

58. Locate **ADMN-3230H-A-W01** or **ADMN-3230H-B-W01** > click **Add**

**Business Communication and Human Resources Management Dual PGC
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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3220H-B-W01	Organizational Selection		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3230H-A-W01	Training & Development		2025-01-06-2025-04-30	Durham Greater Toronto Area
OR							
Add	2025 UG Winter Term	Open	ADMN-3230H-B-W01	Training and Development		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

Section Details

ADMN-3230H-A-W01
Training & Development
2025 UG Winter Term

Instructors TBD

Meeting Information T 3:30 PM - 6:20 PM
2025-01-06 - 2025-04-04
Durham Greater Toronto Area.

Dates 2025-01-06 - 2025-04-30

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites None

Course Description An interdisciplinary course which deals with training and development from a cross-cultural perspective. Particular attention is given to theory and results of relevant comparative and organizational research. Coaching, leadership, and workplace diversity are important components. Prerequisite: ADMN 2220H and 2230H.

Additional Information This course is for postgraduate students only. One 3-hour lecture weekly.

Books [Bookstore Information](#)

Close
Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3230H-A-W01	Training & Development	Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3230H-B-W01	Training and Development		2025-01-06-2025-04-30	Durham Greater Toronto Area

61. Locate **ADMN-2410H-A-W01** or **ADMN-2410H-B-W01** > click **Add**

**Business Communication and Human Resources Management Dual PGC
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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-2230H-A-W01	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2230H-B-W01	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2230H-C-W01	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2410H-A-W01	Communication in Organizations		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2410H-B-W01	Communication in Organizations		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

Section Details

ADMN-2410H-A-W01
Communication in Organizations
 2025 UG Winter Term

Instructors TBD

Meeting Information M 3:30 PM - 6:20 PM
 2025-01-06 - 2025-04-04
 Durham Greater Toronto Area,

Dates 2025-01-06 - 2025-04-30

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites None

Course Description 2.0 university credits including ADMN 1000H. Excludes ADMN 3410H, WRIT 2003H.

Additional Information This course is for postgraduate students only. One 3-hour lecture weekly.

Books [Bookstore Information](#)

Close
Add Section

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

Business Communication and Human Resources Management Dual PGC
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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-2230H-A-W01	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2230H-B-W01	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2230H-C-W01	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2410H-A-W01	Communication in Organizations	Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-2410H-B-W01	Communication in Organizations		2025-01-06-2025-04-30	Durham Greater Toronto Area

64. Locate **ADMN-3150H-B-W01** or **ADMN-3150H-C-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3150H-A-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3150H-B-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3150H-C-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Business Communication and Human Resources Management Dual PGC
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Section Details

ADMN-3150H-B-W01
Advertising
2025 UG Winter Term

Instructors Chevtchouk, Y

Meeting Information W 12:00 PM - 2:50 PM
2025-01-06 - 2025-04-04
Durham Greater Toronto Area.

Dates 2025-01-06 - 2025-04-30

Seats Available ⓘ

Credits 0.5

Grading Graded

Requisites

⚠ ADMN 2100H - Must be completed prior to taking this course.

Course Description Students learn the way advertisements work, the many techniques used in advertising, and the impact of advertisements on the individual and society. The power of image and identity ads is emphasized. Prerequisite: ADMN 2100H.

Additional Information This course is for postgraduate students only. One Three-hour lecture weekly.

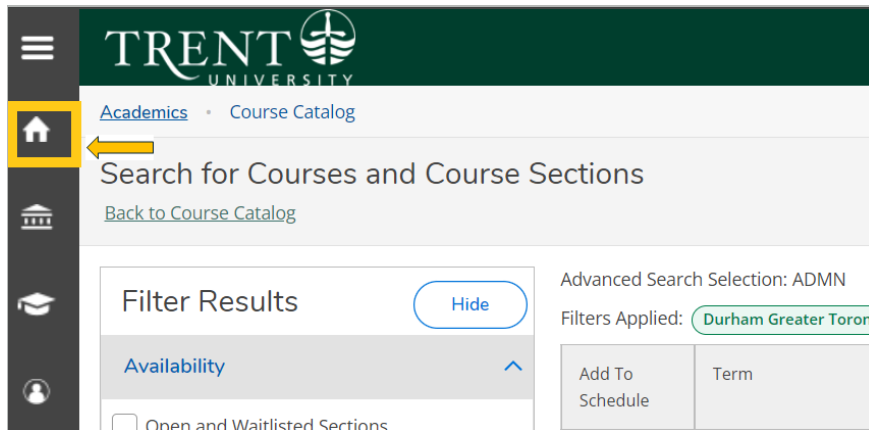
Books [Bookstore Information](#)

Close ➔ Add Section

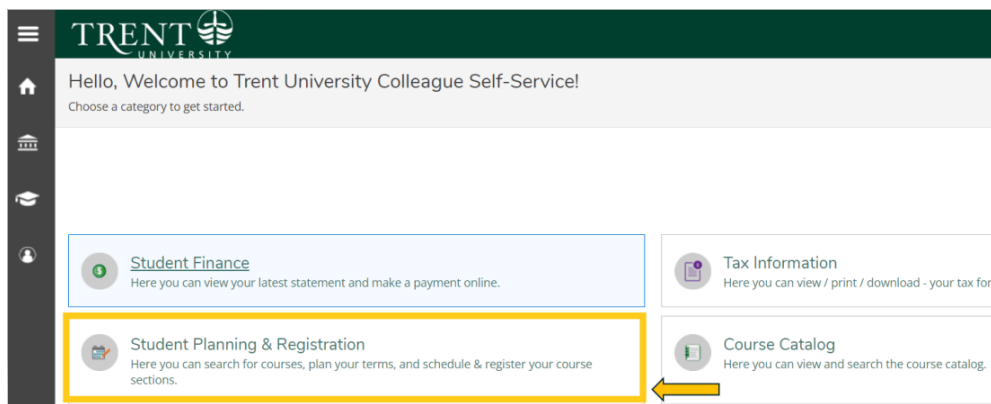
66. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3021H-A-W01	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3021H-B-W01	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3021H-C-W01	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3110H-A-W01	International Trade		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3121H-A-W01	Intermediate Managerial Accoun		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3150H-A-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3150H-B-W01	Advertising	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3150H-C-W01	Advertising		2025-01-06-2025-04-30	Durham Greater Toronto Area

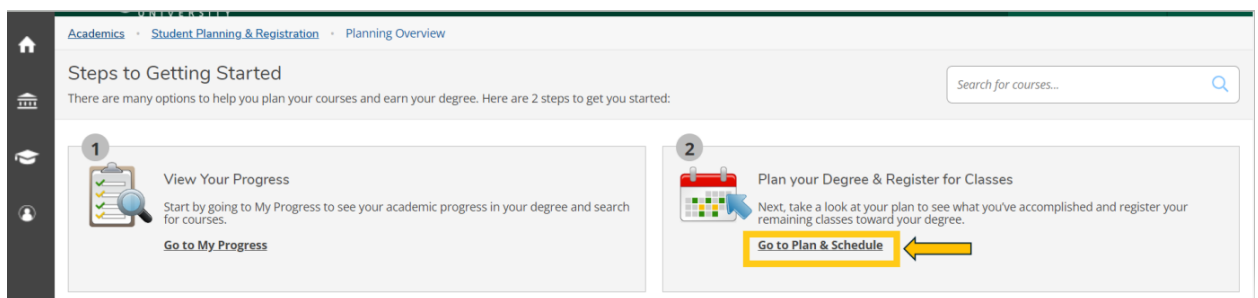
67. Once you have added the required Term 2 winter courses to your plan > go to left navigation pane > click on the **Home button**. This step will ensure you register for your courses.



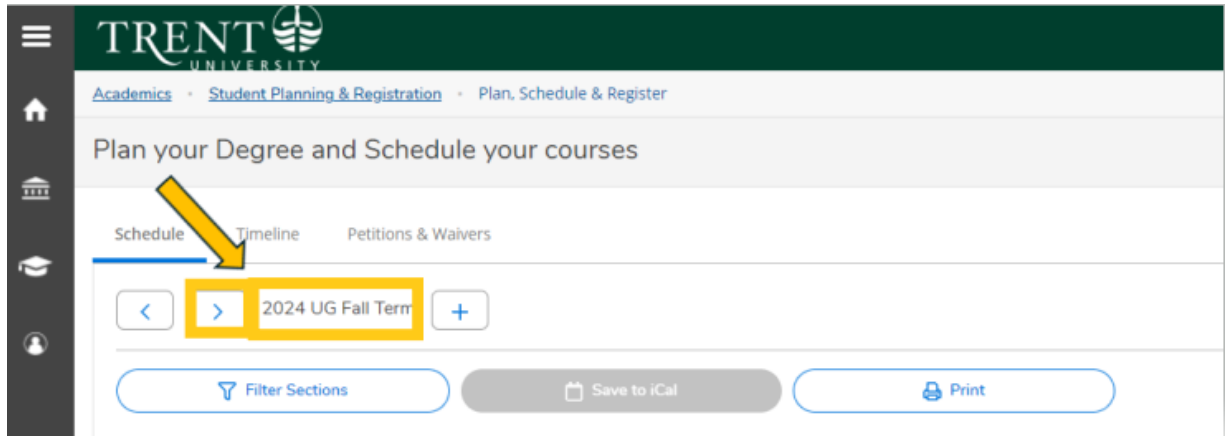
68. Click on **'Student Planning & Registration'**. This is where you will register for your courses.



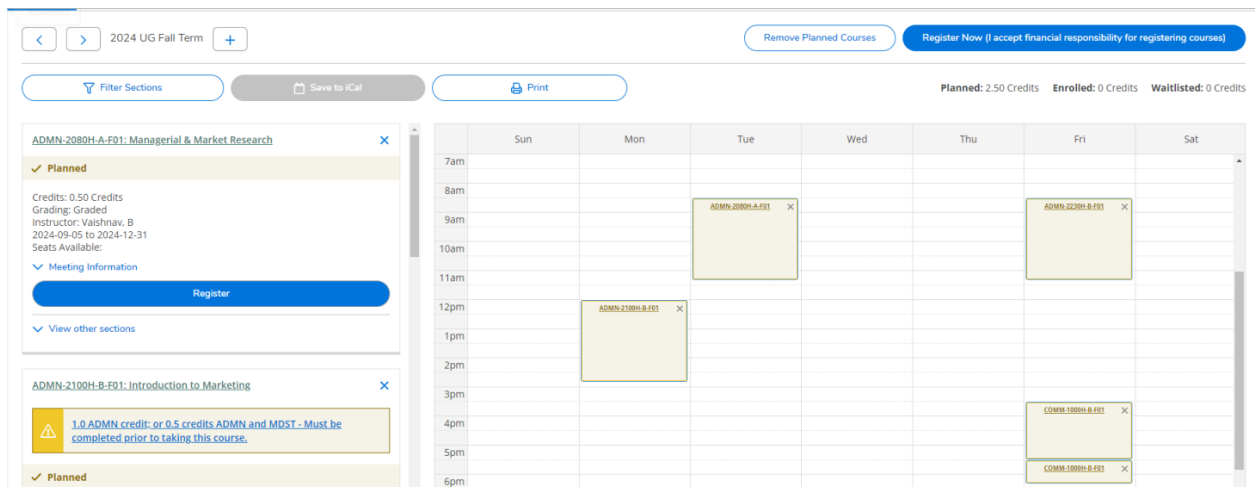
69. Click on **'Go to Plan & Schedule'**



70. Click the **right arrow** to locate the term: **2024 UG Fall Term**



71. You will see all the **fall** (term 1) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

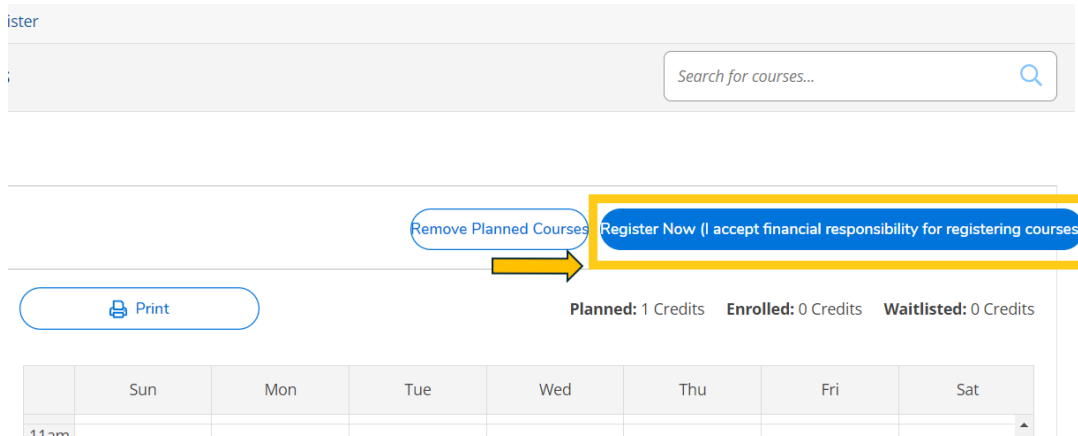


72. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the fall courses (term 1).

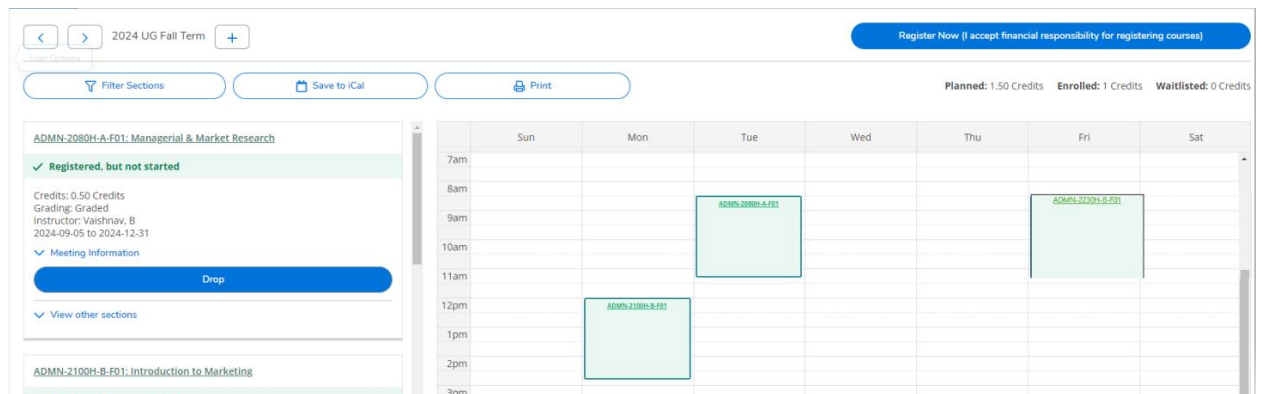
If you receive an error regarding pre-requisites, please email durcerts@trentu.ca

If you receive an error that your offer has not yet been accepted, please email admissions@trentu.ca

**Business Communication and Human Resources Management Dual PGC
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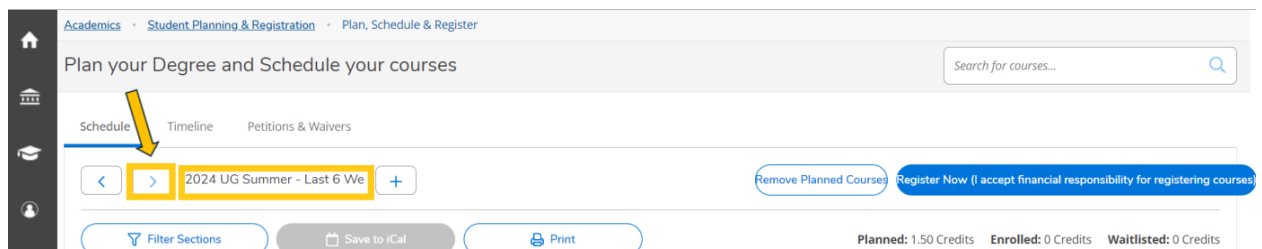


73. Your **courses** will turn **green** once you have **successfully registered** in the **fall** courses (term 1).



74. Next you will register for your winter courses (term 2).

Click the **right arrow** to locate the term: **2025 UG winter term**



75. You will see all the **winter** (term 2) 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 the registration interface for the 2025 UG Winter Term. At the top, there are navigation arrows, the term name '2025 UG Winter Term', and a '+', along with buttons for 'Remove Planned Courses' and '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 on the left: 'ADMN-1221H-B-W01: Financial Accounting' and 'ADMN-2410H-A-W01: Communication in Organizations'. Each section is marked as 'Planned' and includes details like credits, grading, instructor, and dates. A 'Register' button is present for each. The main area is a calendar grid showing the days of the week (Sun to Sat) and times from 12am to 12pm. Two course sections are visible on the calendar: 'ADMN-3130H-B-W01' on Wednesday at 12pm and 'ADMN-1221H-B-W01' on Friday at 9am. At the bottom, there is a section for 'Sections with no meeting time' containing 'COMM-2003H Becoming Digital Section W-W02'.

76. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the winter courses (term 2).

If you receive an error regarding pre-requisites, please email durcerts@trentu.ca

If you receive an error that your offer has not yet been accepted, please email admissions@trentu.ca

This close-up screenshot focuses on the registration buttons. A search bar with the placeholder 'Search for courses...' is at the top. Below it, the 'Remove Planned Courses' button is circled in blue, and an orange arrow points from it to the 'Register Now (I accept financial responsibility for registering courses)' button, which 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'. A calendar grid is partially visible at the bottom.

77. Your **courses** will turn **green** once you have **successfully registered** in the **winter** courses.

**Business Communication and Human Resources Management Dual PGC
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The screenshot displays a registration interface for the 2025 UG Winter Term. At the top, there are navigation buttons (back, forward, search) and a blue button that says "Register Now (I accept financial responsibility for registering courses)". Below this, there are buttons for "Filter Sections", "Save to iCal", and "Print". On the right side, it shows "Planned: 1.50 Credits", "Enrolled: 1 Credits", and "Waitlisted: 0 Credits".

On the left, two course cards are visible:

- ADMN-1221H-B-W01: Financial Accounting**
 - Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2025-01-06 to 2025-04-30
 - Meeting Information (with a "Drop" button)
 - View other sections
- ADMN-2410H-A-W01: Communication in Organizations**
 - Registered, but not started
 - Credits: 0.50 Credits
 - Grading: Graded
 - Instructor: TBD
 - 2025-01-06 to 2025-04-30
 - Meeting Information (with a "Drop" button)
 - View other sections

The main area is a class schedule grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 9am to 9pm. The grid shows the following course placements:

- ADMN-1221H-B-W01** is scheduled for Friday from 9am to 10am.
- ADMN-3150H-B-W01** is scheduled for Wednesday from 12pm to 1pm.
- ADMN-2410H-A-W01** is scheduled for Monday from 4pm to 5pm.
- ADMN-3230H-A-W01** is scheduled for Tuesday from 4pm to 5pm.

At the bottom, there is a section titled "Sections with no meeting time" which includes **COMM-2003H Becoming Digital Section W-W02**.

78. Congratulations, you are now registered for your fall & winter term courses for the Durham Business Communication and Human Resources Management Dual Post-Graduate Certificate!

Reminder: The last day to change/add courses for the fall term is September 19, 2024. After this date, no changes can be made.