

Durham Campus

Business: Human Resources, Marketing & Entrepreneurship Dual Post-Graduate Certificate

Registration Guide

Fall Term 1 & Winter Term 2

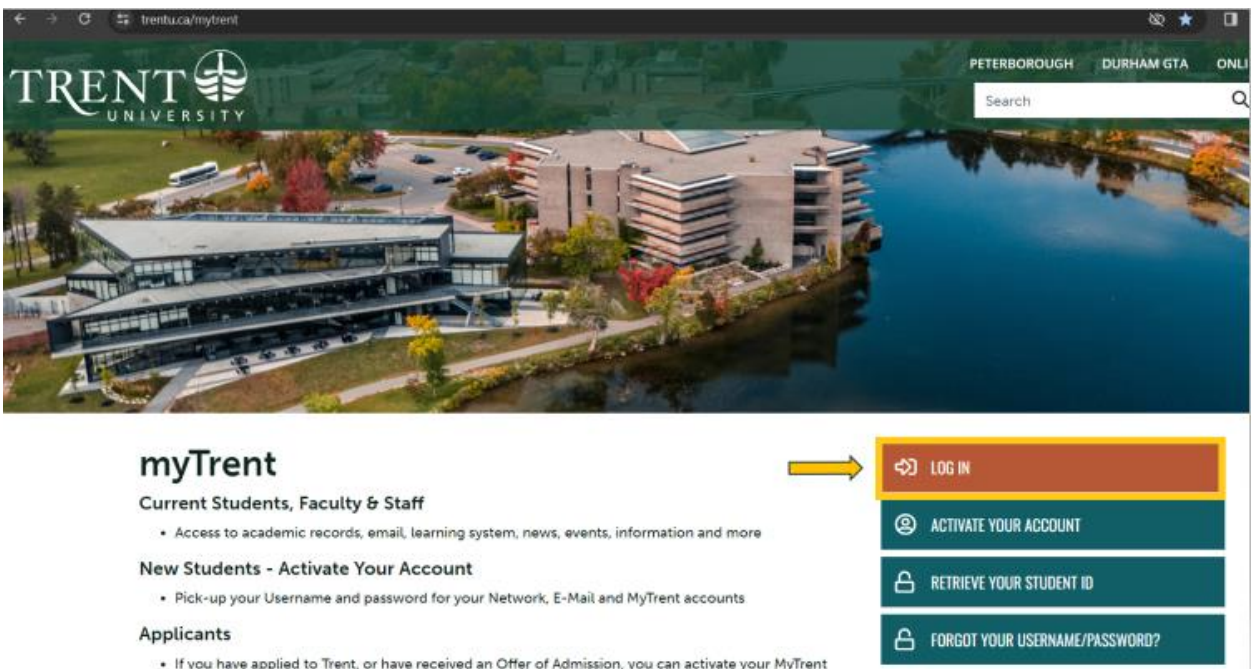
September 2024 Entry

Registration Steps

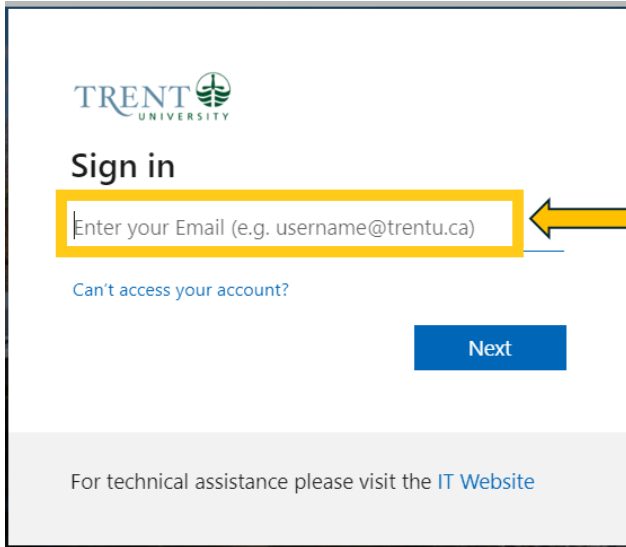
1. In the search bar, type <https://www.trentu.ca/mytrent/>



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



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



TRENT UNIVERSITY

Sign in

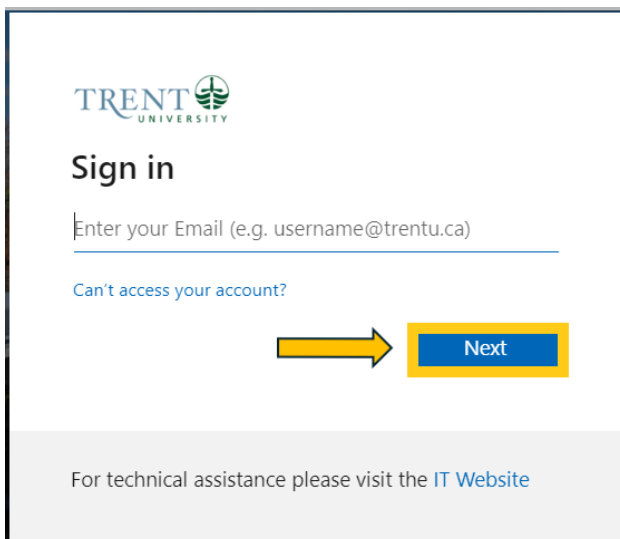
Enter your Email (e.g. username@trentu.ca)

[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)

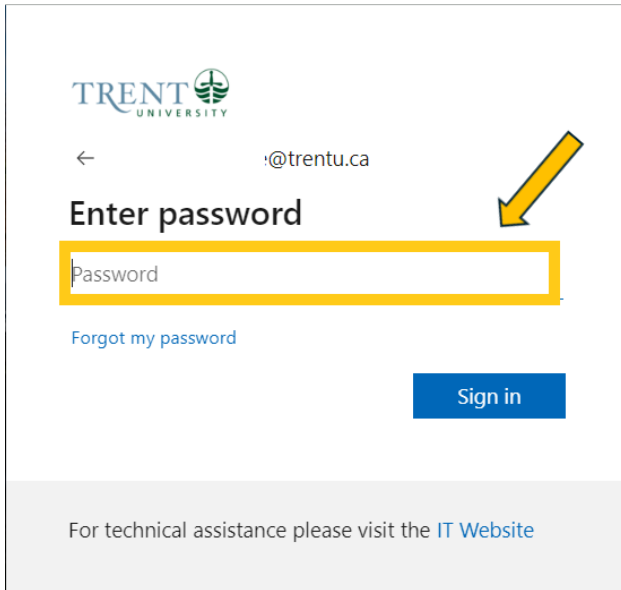
[Can't access your account?](#)

Next

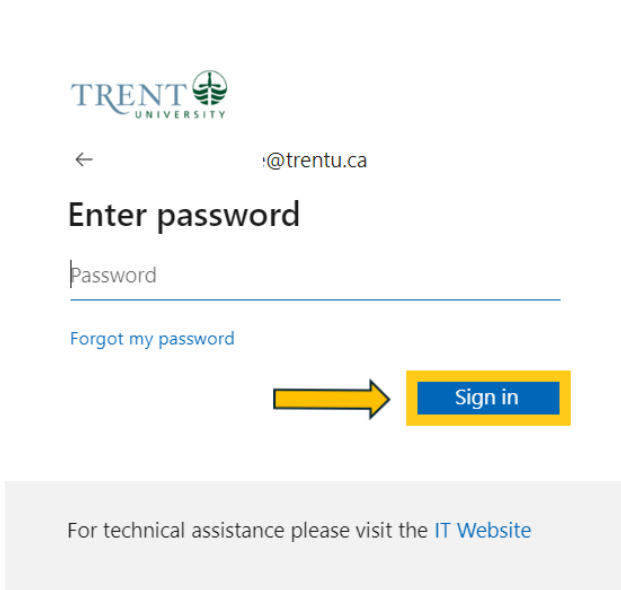
For technical assistance please visit the [IT Website](#)

5. Enter your **password**

Business: Human Resources, Marketing and Entrepreneurship Dual PGC
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6. Click **Sign in**

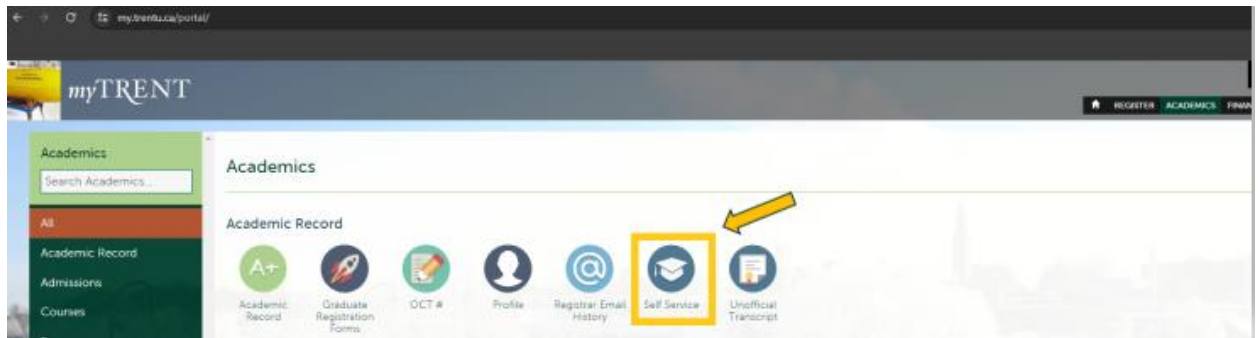


7. At the top right corner of myTrent portal, click **Academics** tabs

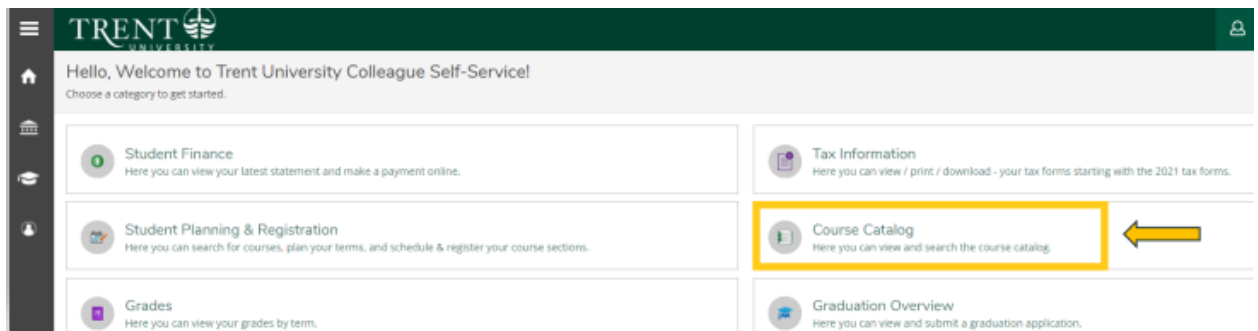


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

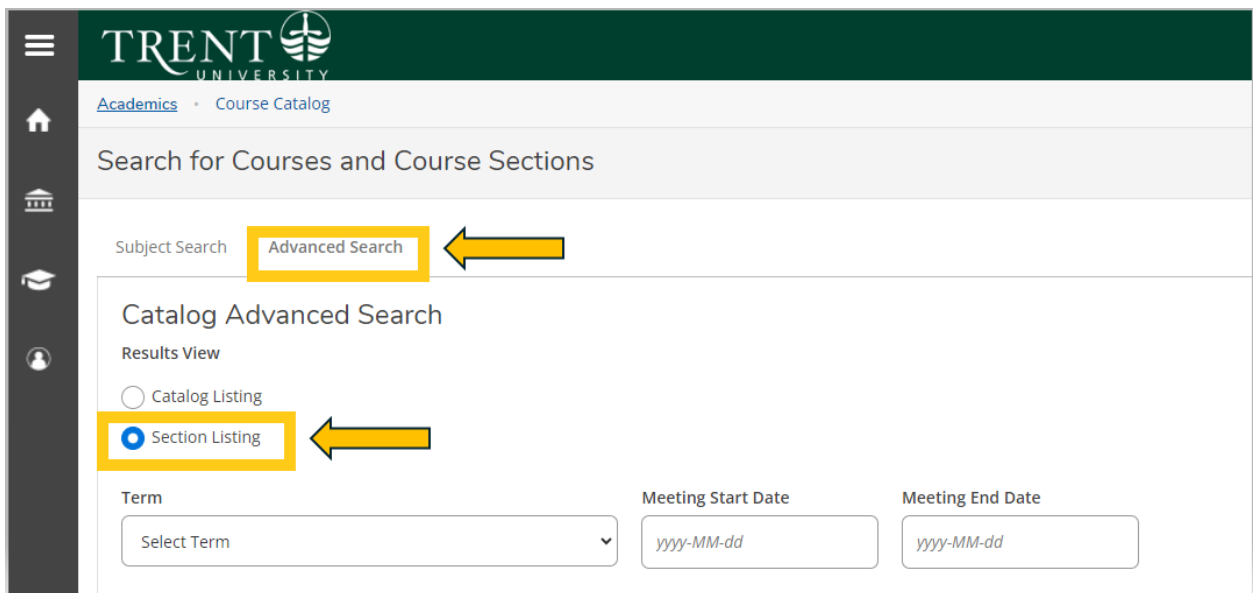
**Business: Human Resources, Marketing and Entrepreneurship Dual PGC
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9. Once redirected to Self Service, click on **Course Catalog**



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

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The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. The 'Term' dropdown menu is highlighted with a yellow box, and a yellow arrow points to it. The 'Section Listing' radio button is selected. The 'Courses And Sections' dropdown menu is set to 'Subject'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, with placeholder text 'yyyy-MM-dd'. The 'Subject' dropdown menu is set to 'Subject', and the 'Course number (eg 2001H)' and 'Section' fields are empty.

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

The screenshot shows the 'Catalog Advanced Search' page on the Trent University website. The 'Courses And Sections' dropdown menu is highlighted with a yellow box, and a yellow arrow points to it. The 'Section Listing' radio button is selected. The 'Term' dropdown menu is set to '2024 UG Fall Term'. The 'Meeting Start Date' and 'Meeting End Date' fields are empty, with placeholder text 'yyyy-MM-dd'. The 'Subject' dropdown menu is set to 'Business Administration', and the 'Course number (eg 2001H)' and 'Section' fields are empty.

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

**Business: Human Resources, Marketing and Entrepreneurship Dual PGC
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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

Course number (eg 2001H)

Section

Subject

Course number (eg 2001H)

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 Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 1 fall ADMN** courses:

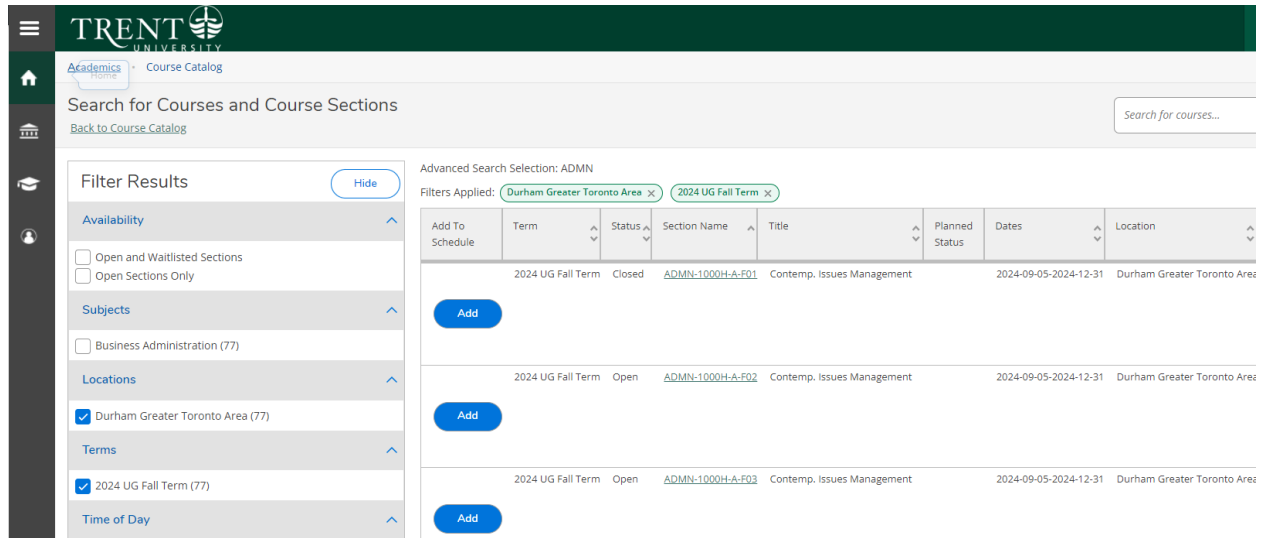
- **ADMN 2010H: Management Skills**
 - **ADMN-2010H-B-F01 or ADMN-2010H-C-F01**
- **ADMN 2080H: Managerial and Market Research**
 - **ADMN-2080H-A-F01 or ADMN-2080H-B-F01**

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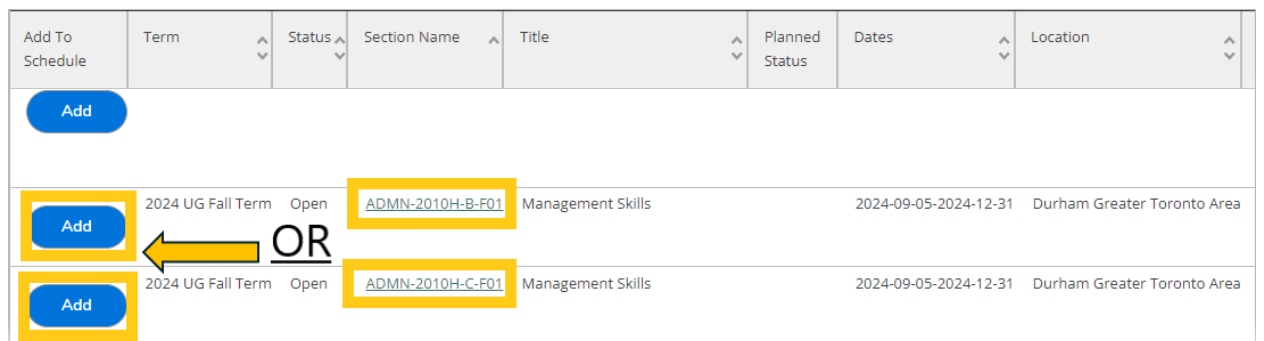
- **ADMN-2100H: Introduction to Marketing**
 - **ADMN-2100H-B-F01 or ADMN-2100H-C-F01**

- **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**



16. Locate **ADMN-2010H-B-F01 or ADMN-2010H-C-F01** > 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

**ADMN-2010H-B-F01
Management Skills**
2024 UG Fall Term

Instructors Rigsbee, C

Meeting Information W 3:30 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

⚠ Complete 2.0 credits and have a minimum cumulative average of 60% - Must be completed prior to taking this course.

Course Description Examines the theory and practice of foundational skills important to management and organization in private, non-profit, and public sectors. Focuses on conceptual skills, communication skills, and interpersonal skills. Prerequisite: 2.0 university credits.

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

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
Add	2024 UG Fall Term	Open	ADMN-2010H-B-F01	Management Skills	Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2010H-C-F01	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area

19. 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
Add	2024 UG Fall Term	Open	ADMN-2080H-A-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2080H-B-F01	Managerial & Market Research		2024-09-05-2024-12-31	Durham Greater Toronto Area

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

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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 ➔ **Add Section**

21. 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-2010H-B-F01	Management Skills	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2010H-C-F01	Management Skills	<input type="checkbox"/>	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2080H-A-F01	Managerial & Market Research	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2080H-B-F01	Managerial & Market Research	<input type="checkbox"/>	2024-09-05-2024-12-31	Durham Greater Toronto Area

22. 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-2010H-B-F01	Management Skills	Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2010H-C-F01	Management Skills		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2080H-A-F01	Managerial & Market Research	Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
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

23. 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.

Close [Add Section](#)

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

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

25. Locate next ADMN course, **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-2100H-B-F01	Introduction to Marketing	Planned	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
Add	2024 UG Fall Term	Open	ADMN-2220H-A-F01	Intro to Stats for Econ & Mgmt		2024-09-05-2024-12-31	Durham Greater Toronto Area
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

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

**Business: Human Resources, Marketing and Entrepreneurship Dual PGC
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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](#)

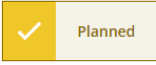
Close ➔ Add Section

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add							
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	✔️ Planned	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
Add	2024 UG Fall Term	Open	ADMN-2200H-A-F01	Intro to Stats for Econ & Mgmt		2024-09-05-2024-12-31	Durham Greater Toronto Area
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

28. Locate next ADMN course, **ADMN-2230H-B-F01** or **ADMN-2230H-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-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
Add	2024 UG Fall Term	Open	ADMN-2230H-A-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2230H-B-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2230H-C-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

29. 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](#)

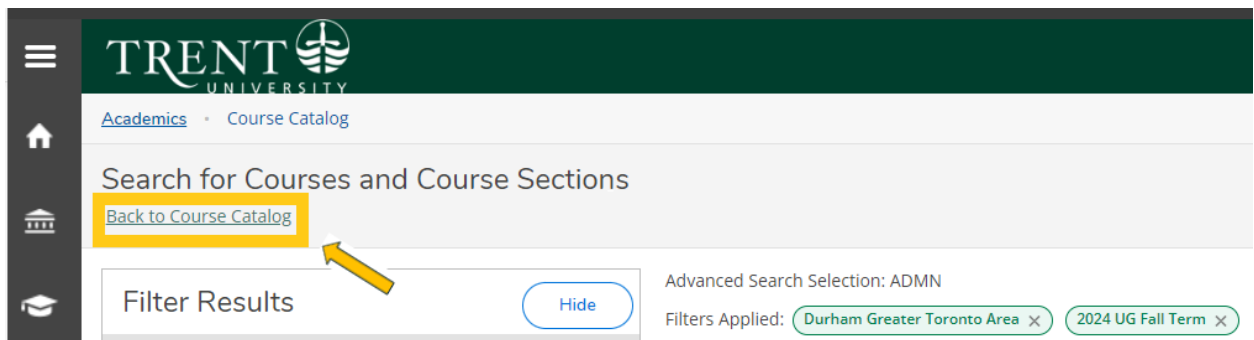
Close  **Add Section**

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

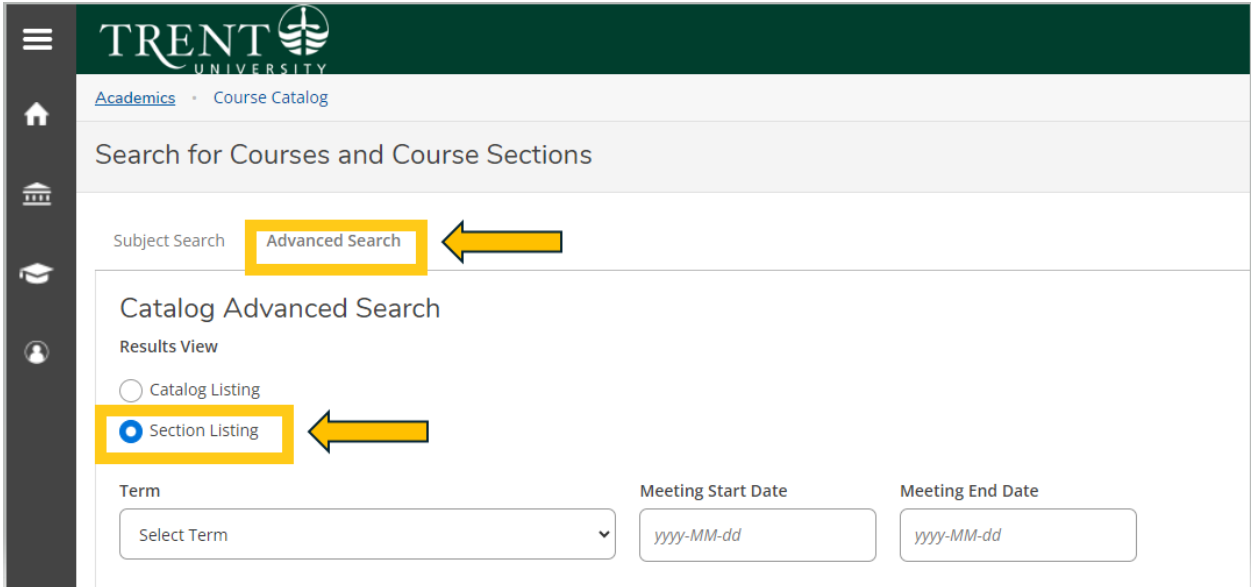
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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Open	ADMN-2220H-B-F01	Organizational Behaviour	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2220H-C-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2230H-A-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2230H-B-F01	Human Resource Management	<input checked="" type="checkbox"/> Planned	2024-09-05-2024-12-31	Durham Greater Toronto Area
Add	2024 UG Fall Term	Open	ADMN-2230H-C-F01	Human Resource Management		2024-09-05-2024-12-31	Durham Greater Toronto Area

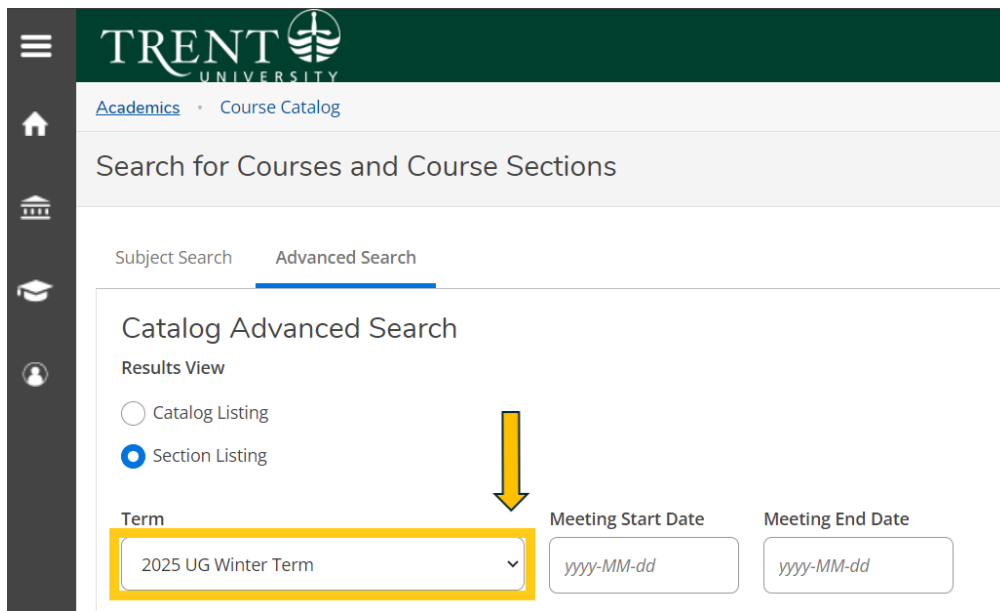
31. Once you have added the required ADMN fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page



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



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



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

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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: 2025 UG Winter Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections: Business Administration

Course number (eg 2)

Section

35. 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: Course number (eg 2001H)

Section

Subject: Course number (eg 2001H)

Section

+ Add More...

Location: Durham Greater Toronto Area

36. Click **Search**

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

The image shows a search form with the following elements:

- 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.

37. 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 term Business Administration** courses. The courses will appear in numerical order. On this step you are planning your course.

Required Term 2 winter ADMN courses:

- **ADMN 1221H: Financial Accounting**
 - **ADMN-1221H-B-W01 or ADMN-1221H-C-W01**
- **ADMN 3150H: Advertising**
 - **ADMN-3150-B-W01 or ADMN-3150H-C-W01**
- **ADMN 3230H: Training & Development**
 - **ADMN-3230H-A-W01 or ADMN-3230H-B-W01**
- **ADMN 3270H: Human Resource Planning**
 - **ADMN-3270H-B-W01 or ADMN-3270H-C-W01**
- **ADMN 3420H: Entrepreneurship**
 - **ADMN-3420H-A-W01 or ADMN-3420H-B-W01**

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

Search for Courses and Course Sections

Back to Course Catalog

Search for courses...

Filter Results Hide

Advanced Search Selection: ADMN

Filters Applied: Durham Greater Toronto Area 2025 UG Winter Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-1000H-A-W01	Contemp. Issues Management		2025-01-06-2025-04-30	Durham Greater Toronto /
Add	2025 UG Winter Term	Open	ADMN-1000H-A-W02	Contemp. Issues Management		2025-01-06-2025-04-30	Durham Greater Toronto /
Add	2025 UG Winter Term	Open	ADMN-1000H-A-W03	Contemp. Issues Management		2025-01-06-2025-04-30	Durham Greater Toronto /

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-1221H-A-W03	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-1221H-B-W01	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-1221H-C-W01	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area

OR

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

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

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

40. 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-1221H-B-W01	Financial Accounting	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-1221H-C-W01	Financial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area

41. 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-3121H-A-W01	Intermediate Managerial Account		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		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

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

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Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

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.

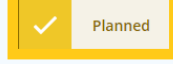
Course Description Students learn the way advertisements work, the many techniques used in advertising, and the impact of advertisements on the individual and society. The power of image and identity ads is emphasized. Prerequisite: ADMN 2100H.

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

Books [Bookstore Information](#)

Close  **Add Section**

43. 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-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

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

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3230H-A-W01	Training & Development		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

OR

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

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

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

46. 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

47. Locate **ADMN-3270H-B-W01** or **ADMN-3270H-C-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3270H-A-W01	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3270H-B-W01	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3270H-C-W01	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

**Business: Human Resources, Marketing and Entrepreneurship Dual PGC
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Section Details

ADMN-3270H-B-W01
Human Resource Planning
2025 UG Winter Term

Instructors TBD

Meeting Information M 6:30 PM - 9:20 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

⚠ ADMN 2220H - Must be completed prior to taking this course.

⚠ ADMN 2230H - Must be completed prior to taking this course.

Course Description Provides an understanding of the essential elements of the human resource planning process in organizations. Students acquire knowledge in analyzing and programming for human resource requirements in the challenging environment of technological change, corporate repositions, rightsizing, cost containment,

Close ➔ Add Section

49. 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-3270H-A-W01	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3270H-B-W01	Human Resource Planning	✓ Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3270H-C-W01	Human Resource Planning		2025-01-06-2025-04-30	Durham Greater Toronto Area

50. Locate **ADMN-3420H-A-W01** or **ADMN-3420H-B-W01**> click **Add**

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Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3280H-B-W01	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3280H-C-W01	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3300H-A-W01	Personal Ethics in Organ.		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3321H-A-W01	Int. Financial Accounting II		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3400H-A-W01	Market Government Organization		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3420H-A-W01	Entrepreneurship		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3420H-B-W01	Entrepreneurship		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

Section Details

ADMN-3420H-A-W01
Entrepreneurship
2025 UG Winter Term

Instructors TBD

Meeting Information Th 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 Focuses on the essential issues and questions of entrepreneurship and entrepreneurs, covering topics ranging from the process of creativity and the nature of start-up and scale-up to sociological, psychological, and economic considerations of the origins and functions of entrepreneurs in business. Prerequisite: 3.0 ADMN credits.

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

Books [Bookstore Information](#)

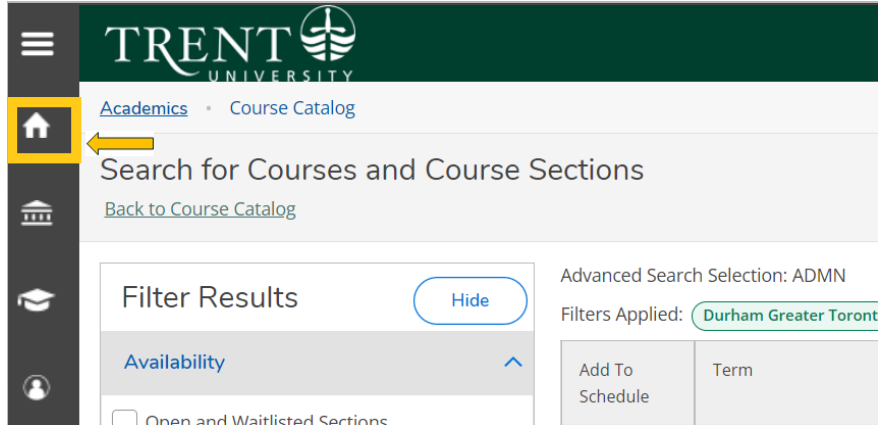
Close [Add Section](#)

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

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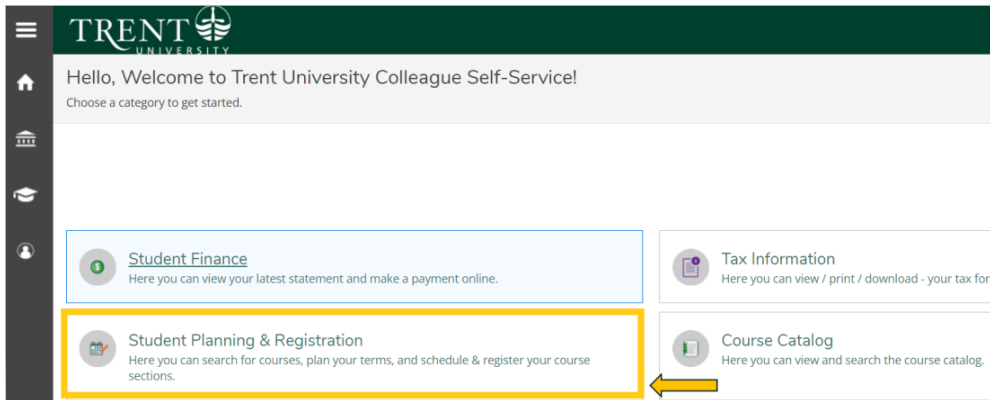
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2025 UG Winter Term	Open	ADMN-3280H-B-W01	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3280H-C-W01	Motivation & Compensation		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3300H-A-W01	Personal Ethics in Organ.		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3321H-A-W01	Int. Financial Accounting II		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3400H-A-W01	Market Government Organization		2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3420H-A-W01	Entrepreneurship	Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area
Add	2025 UG Winter Term	Open	ADMN-3420H-B-W01	Entrepreneurship		2025-01-06-2025-04-30	Durham Greater Toronto Area

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

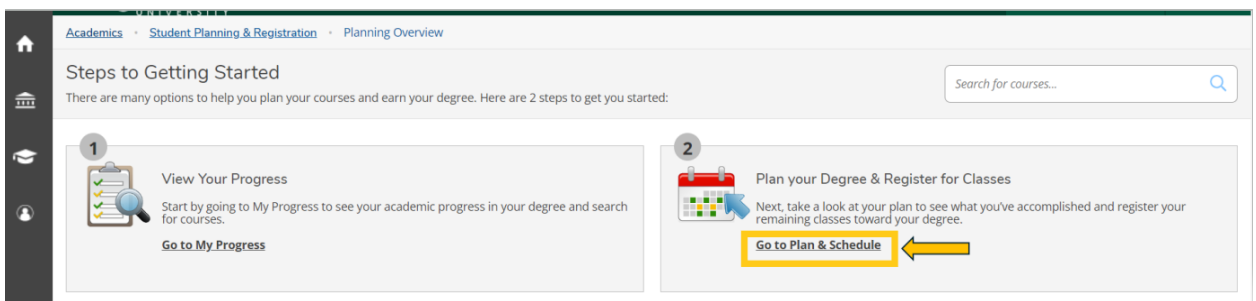


54. Click on **'Student Planning & Registration'**. This is where you will register for your courses.

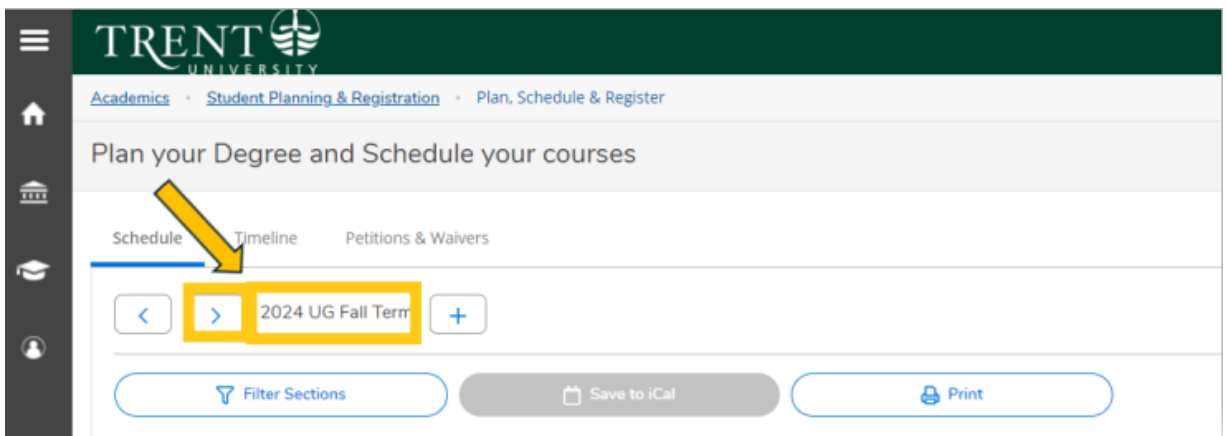
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55. Click on **'Go to Plan & Schedule'**



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



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

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The screenshot displays the registration interface for the 2024 UG Fall Term. At the top, there are navigation buttons for back, forward, and adding more courses. A blue button labeled "Register Now (I accept financial responsibility for registering courses)" is prominent in the top right. Below this, there are options to "Remove Planned Courses", "Filter Sections", "Save to iCal", and "Print". The interface shows two course cards on the left: "ADMN-2010H-B-F01: Management Skills" and "ADMN-2080H-A-F01: Managerial & Market Research". Both are marked as "Planned". The right side features a calendar grid from Sunday to Saturday, with time slots from 6am to 6pm. Several course sections are plotted on the calendar, such as ADMN-2080H-A-F01 on Tuesday at 10am and ADMN-2220H-B-F01 on Friday at 10am. The bottom right corner shows a summary: "Planned: 2.50 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits".

58. 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

This close-up screenshot focuses on the registration buttons. A search bar at the top contains the text "Search for courses...". Below it, two buttons are visible: "Remove Planned Courses" and "Register Now (I accept financial responsibility for registering courses)". A yellow box highlights the "Register Now" button, and a yellow arrow points to it from the left. Below the buttons, a "Print" button is visible. At the bottom, a summary shows "Planned: 1 Credits", "Enrolled: 0 Credits", and "Waitlisted: 0 Credits". A partial calendar grid is visible at the very bottom, showing the days of the week.

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

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

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

61. You will see all the **winter** (term 2) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

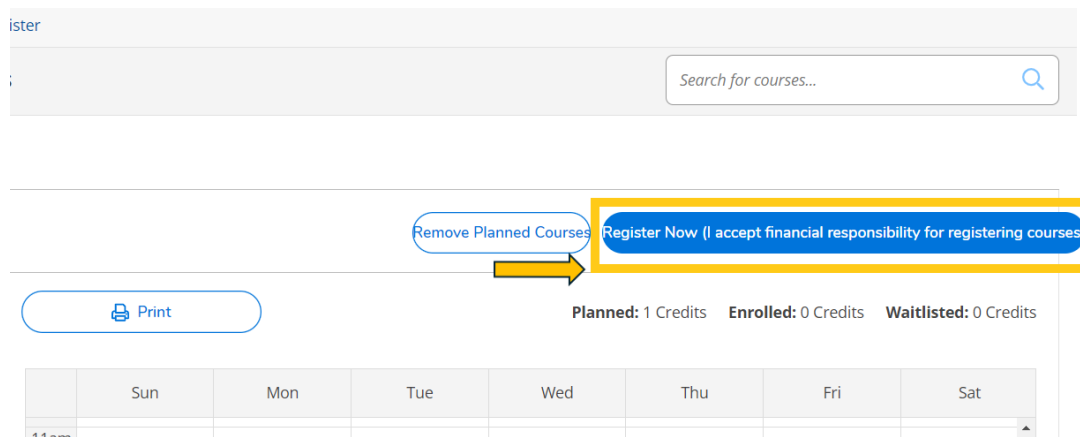
Note web courses will not appear in the calendar as they do not have a set-time. The web course will appear at the bottom of the calendar with the course code and name.

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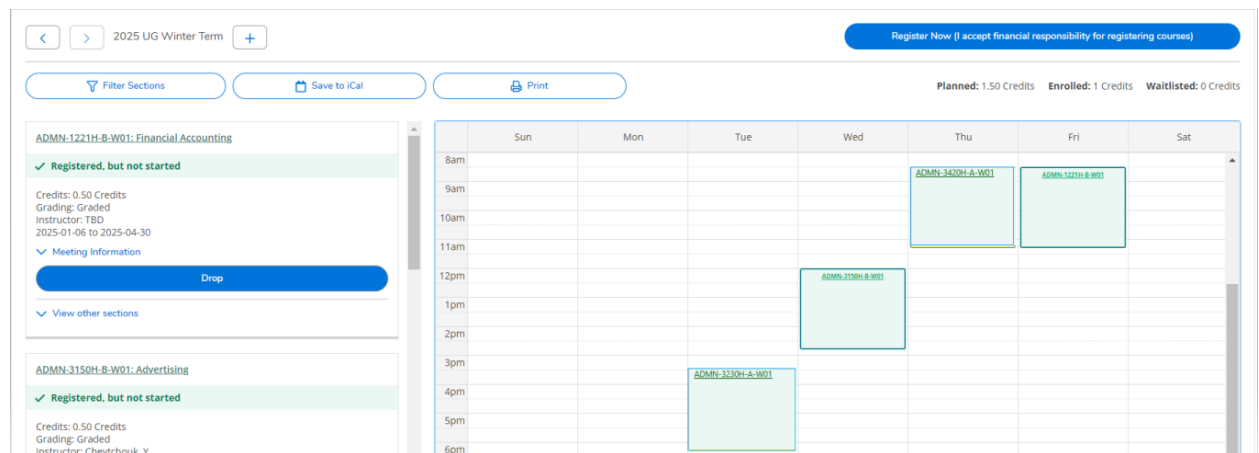
62. Click the blue **Register Now (I accept financial responsibility for registering courses)** button in the top right corner to register in the winter courses (term 2).

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



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



64. Congratulations, you are now registered for your fall & winter term courses for the **Durham Business: Human Resources, Marketing and Entrepreneurship 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.