

BUSINESS DIPLOMA

DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY

UPDATED: August 2022

You are responsible for ensuring that your registration is complete and appropriate and that your course choices comply with the program to which you have been admitted at Red Deer Polytechnic and/or to the university to which you wish to transfer (if applicable). You are cautioned that any changes to your courses, your major or your transfer destination may adversely affect your transferable credit (if applicable), admission requirements for future programs, or eligibility to graduate from Red Deer Polytechnic. Please consult with an Advisor if you have any questions.

Students in university transfer programs are strongly advised to refer to the calendar of the university to which they wish to transfer and should contact appropriate university departments as required.

ADMISSION REQUIREMENTS AND PROGRAM DESCRIPTION

- See the [Academic Calendar](#)

WHAT IS THIS GUIDE?

- This is an Academic Planning Guide, prepared by the Student Connect Centre to help you register for courses towards your desired program.
- If you are transferring to another institution to complete your program, we strongly advise that you read the Academic Calendar of your destination institution for full information.

GRADUATION REQUIREMENTS:

- Completion of 20 courses with a minimum grade of "D" and a minimum GPA of 2.00.
- Completion of 20 courses - consisting of 15 core business courses, 2 business options, COMM 250, CREA 2001, and 1 experiential learning course (BUS 2290).

WHAT IS A TERM? TERMS ARE THE PERIOD IN WHICH YOUR STUDIES TAKE PLACE. AT RDP, WE OFFER FOUR TERMS.

- **Fall** term (September through December)
- **Winter** Term (January through April)
- **Spring** term (May through June): Spring term is an optional, condensed term. Course offerings are limited.
- **Summer** Term (July through August): Summer term is an optional, condensed term. Course offerings are limited.

HOW MANY COURSES SHOULD I TAKE A TERM?

- The maximum number of courses you can take in the Fall or Winter terms is 5 courses and 2 courses in the Spring (optional).
- To complete your program in two years, you would need to take the maximum number of courses per term (5 courses in the Fall and 5 courses in the Winter), or 10 course per year. Some students will

complete 10 courses in a year by taking 4 courses in the Fall, 4 courses in the Winter, and 2 courses in the Spring (or a combination thereof).

- We encourage you to find the best course load for you to be successful in your courses and your program!
- When determining your course load keep your funding in mind, if applicable. For course load requirements for funding purposes, please visit www.rdpolytech.ca/psfunding.

WHAT HAPPENS IF I TAKE LESS THAN 10 COURSES A YEAR?

- You may need an extra term or year to complete your program.

WHAT IF I COMPLETED COURSES AT ANOTHER POST-SECONDARY INSTITUTION?

Once you are admitted to RDP, you can then apply to have your post-secondary courses assessed for transfer credit through our [Recognition of Prior Learning Office](#). Once admitted to RDP you can complete an [RPL application form](#), provide the Polytechnic Assessors with any and all transcripts, course outlines/descriptions, or other documentation necessary to support your PLAR application.

- **NOTE:** To qualify for a Red Deer Polytechnic program credential, students must complete at least 50% of the credit requirements for the credential through enrolment in RDP courses.

REGISTRATION AND PROGRAM AUDIT

- Refer to the **Registration** tab on your Loop account to view **Registration Tips and Tricks** for information on:
 - Registering in classes
 - Waitlisting
 - Checking Prerequisites and Corequisites
 - Courses listed as **prerequisites** must be completed before you start the course in question.
 - Courses listed as **co-requisites** must be taken at the same time as the course in question.
 - Viewing Your Schedule
 - And much more!
- You can also see for yourself exactly which criteria each course will meet, by using Grad Tracker. To access this, log in to the Loop and select Online Services→Student Services→Grad Tracker
- After you have completed your registration, if you would like an advisor to review your registration please submit a [Registration Review Form](#).

GRADUATION CHECKLIST (UNOFFICIAL)

| YEAR 1 | | | | |
|---------------------------------|-------------------------------------|------------|---|------|
| REQUIREMENT | | PRE/CO-REQ | COMMENTS | DONE |
| BUS 1010 (3 credits) | Business Topics and Skills | | Credit will be given if previously completed BUS 303 | |
| ACCT 1001 (3 credits) | Introductory Financial Accounting I | | Credit will be given if previously completed ACCT 102 or ACCT 202 | |
| BUS 1210 (3 credits) | Data and Information Management | | Credit will be given if previously completed BADM 210 | |
| ECON 1100 (3 credits) | Business Microeconomics | | Credit will be given if previously completed ECON 100 or ECON 201 | |
| BUS 1100 (3 credits) | Cross Cultural Awareness | | | |
| HRM 1281 (3 credits) | Human Resource Management | | Credit will be given if previously completed BADM 281 | |

| | | | | |
|---------------------------------|--------------------------------|------------------------------|--|--|
| COMM 250 (3 credits) | Business and Workplace Writing | 60% in ELA 30-1 or COMM 150. | COMM 150 is NOT accepted for credit as a Business Option in the Business Certificate or Business Diploma. Students who need to take COMM 150 may not be able to complete their diploma in two years | |
| MKT 1132 (3 credits) | Marketing Principles | | Credit will be given if previously completed BADM 132 | |
| ECON 1101 (3 credits) | Business Macroeconomics | | Credit will be given if previously completed ECON 101 or ECON 202 | |
| FINS 1150 (3 credits) | Personal Finance | | Credit will be given if previously completed FINS 150 | |

YEAR 2

| REQUIREMENT | PRE/CO-REQ | COMMENTS | DONE | |
|---|--|--|---|--|
| BUS 2110 (3 credits) | Management Principles | | Credit will be given if previously completed BADM 110 | |
| ACCT 2010 (3 credits) | Introductory Management Accounting | ACCT 1001 or ACCT 102 or ACCT 202 | Credit will be given if previously completed ACCT 104 or ACCT 204 | |
| BUS 2306 (3 credits) | Business Statistics I | | Credit will be given if previously completed BADM 111 or BUS 306 | |
| CREA 2001 (3 credits) | Creative Think Tank | | | |
| BUS 2311 (3 credits) | Business Law | | Credit will be given if previously completed BUS 311 | |
| FNCE 2310 (3 credits) | Corporate Finance | FINS 1150 (or FINS 150) & ACCT 1001 (or ACCT 102 or ACCT 202) | Credit will be given if previously completed BADM 260 or BUS 310 | |
| ESB 2251 (3 credits) | Innovation and Entrepreneurship | MKT 1132 or BADM 132 | Credit will be given if previously completed BADM 251 or MGMT 215 | |
| BUS 2290 (3 credits) | Directed Experiential Learning I | BUS 1100, BUS 1210 (BADM 210), BUS 2110 (BADM 110), MKT 1132 (BADM 132), HRM 1281 (BADM 281), ACCT 1001 (ACCT 102/202) | Credit will be given if previously completed BADM 290 or BADM 270 | |
| 1st <u>Business Option</u> | Recommended Options for Degree-bound Students: | | | |
| | <ul style="list-style-type: none"> ➤ Accounting Concentration: ACCT 2001 and ACCT 2204 ➤ Entrepreneurship and Small Business Concentration: ESB 2204 and ESB 2253 ➤ Financial Services Concentration: FINS 2100 and ACCT 2305 | | | |
| 2nd <u>Business Option</u> | Recommended Options for Degree-bound Students: | | | |
| | <ul style="list-style-type: none"> ➤ Accounting Concentration: ACCT 2001 and ACCT 2204 ➤ Entrepreneurship and Small Business Concentration: ESB 2204 and ESB 2253 ➤ Financial Services Concentration: FINS 2100 and ACCT 2305 | | | |

IMPORTANT NOTES

- Continuing Education courses will NOT be accepted for credit towards the Business Diploma Program
- Students should have basic keyboarding, file management, and email skills before registering for BUS 1210.
- Students who have completed the Business Certificate Program and successfully fulfil the graduation requirements for the Business Diploma will be granted the Business Diploma only. However, once a student completes graduation requirements in the Business Certificate, they can apply for a Business Certificate parchment prior to completing the Business Diploma requirements. Retroactive parchments will not be granted.

OPTIONS

Recommended Options for Degree-bound Students:

- **Accounting Concentration:** ACCT 2001 and ACCT 2204
- **Entrepreneurship and Small Business Concentration:** ESB 2204 and ESB 2253
- **Financial Services Concentration:** FINS 2100 and ACCT 2305

Two Business options:

| Course | | Comments |
|------------------|--------------------------------------|---|
| HRM 2510 | Workforce Planning | Credit will be given if completed BADM 258 |
| HRM 2530 | Organizational Culture | |
| MKT 2242 | Marketing Research | Credit will be given if completed BADM 242 |
| MKT 2240 | Professional Selling and Persuasion | Credit will be given if completed BADM 240 |
| MKT 3234 | Digital and Social Media Marketing | |
| ACCT 2001 | Introductory Financial Accounting II | Credit will be given if completed ACCT 103 |
| ACCT 2305 | Tax I | Credit will be given if completed BADM 285 or ACCT 305 |
| ACCT 2204 | Intermediate Management Accounting I | Credit will be given if completed ACCT 205 |
| FINS 2100 | Consumer Credit | Credit will be given if completed FINS 251 |
| FINS 3100 | Mutual funds/Investing | Credit will be given if completed FINS 250 |
| ESB 2204 | Interpersonal Skills and Leadership | <ul style="list-style-type: none"> ➤ Credit will be given if completed BADM 204 or MGMT 220 ➤ Credit may be given if completed MGMT 450 |
| ESB 2253 | Project and Events Management | Credit will be given if completed BADM 253 or BADM 249 |
| ESB 3410 | Global Trade | <ul style="list-style-type: none"> ➤ Credit will be given if completed ECON 325 ➤ Credit may be given if completed MGMT 410 |
| ECON 3327 | International Money and Finance | Credit will be given if completed ECON 327 |
| ECON 331 | Labour Economics | |
| ECON 373 | Industrial Organization | |
| ECON 337 | Development Economics | |
| BUS 3420 | Operations Management | Credit may be given if completed MGMT 420 |
| BUS 3211 | Management Information Systems | Credit will be given if completed BADM 211 |

ONLINE OFFERINGS – This list is subject to change. Check timetable for updates

| FALL | WINTER | SPRING |
|-----------|-----------|-----------|
| ACCT 1001 | ACCT 1001 | BUS 1210 |
| BUS 1010 | ACCT 104 | BADM 111 |
| BUS 1100 | BUS 1100 | COMM 150 |
| BUS 1210 | BUS 303 | FINS 1150 |
| BUS 311 | COMM 150 | |
| BADM 260 | COMM 250 | |
| COMM 150 | ECON 1101 | |
| COMM 250 | ECON 201 | |
| ECON 1100 | ECON 202 | |
| ECON 201 | HRM 1281 | |
| ESB 2251 | HRM 2510 | |
| FINS 1150 | | |
| HRM 1281 | | |
| HRM 2530 | | |
| MKT 1132 | | |
| | | |

TRANSFER INFORMATION

- This program will ladder into RDP’s new Bachelor of Business Administration degree starting Fall 2023!

CONTACT INFORMATION AND HELPFUL RESOURCES

| | |
|---|--|
| Red Deer Polytechnic Student Connect Centre | studentconnect@rdpolytech.ca www.rdpolytech.ca/SCC 403.342.3254 |
| Red Deer Polytechnic website | rdpolytech.ca |
| Transfer Alberta Guide | transferalberta.alberta.ca |