

MANAGEMENT CERTIFICATE
DONALD SCHOOL OF BUSINESS, SCIENCE AND TECHNOLOGY

UPDATED: April 2022

As this program is suspended, current students will be permitted to complete their program by June 2024. If any current students are unable to complete by the specified date, they will have the option of transitioning into the new [Business Certificate](#) program.

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:

- Students must complete all courses with a minimum grade of "D" and a minimum grade point average (GPA) of 2.00.

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 a year, 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.
- As this program is suspended, current students will be permitted to complete their program by June 2024. If any current students are unable to complete by the specified date, they will have the option of transitioning into the new [Business Certificate](#) program.

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

- You may need an extra term or year to complete your program.
- You must complete this program by June 2024.

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 (prereq)** must be completed before you start the course in question.
 - Courses listed as **co-requisites (coreq)** 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](#).

SUGGESTED COURSE SEQUENCE AND GRADUATION CHECKLIST (UNOFFICIAL)

We are currently in the process of re-numbering our courses. In the 2022 – 2023 academic year you'll see that some courses on the timetable have the new course numbering while others have the old course numbering.

REQUIREMENT		COMMENTS	DONE
New Course numbering	Old Course Numbering		
ACCT 1001 (3 Credits)	ACCT 102 or ACCT 202 (4 Credits)	Introductory Accounting I	ACCT 1001 Hyflex in Fall ACCT 1001 Online in Winter
Computing Course: BUS 1210 recommended (3 Credits)	Computing Course: BADM 210 recommended (3 Credits)	Business Technology I	BUS 1210 Online in Fall
Economics Course: ECON 1100 or ECON 1101 (3 Credits)	ECON 100, ECON 201, ECON 101, or ECON 202 (3 Credits)	Introduction to Business Microeconomics or Introduction to Business Macroeconomics	ECON 1100 and 201 Online in Fall ECON 1101, 201 and 202 Online in Winter
BUS 1010 (3 Credits)	BUS 303 (3 Credits)	Introduction to Organizational Behaviour	BUS 1010 Online in Fall BUS 303 Online in Winter
<u>Business Option</u> (3 Credits)			<u>Recommended Options for Diploma Bound students.</u>
<u>Business Option</u> (3 Credits)			<u>Recommended Options for Diploma Bound students.</u>
<u>Business Option</u> (3 Credits)			<u>Recommended Options for Diploma Bound students.</u>
<u>Business Option</u> (3 Credits)			<u>Recommended Options for Diploma Bound students.</u>

IMPORTANT NOTES

1. The computing course must be at the 100-level or higher. Students should have basic keyboarding, file management and e-mail skills before registering for BADM 210. Students without the prerequisite knowledge can take CMPT 170 or CMPT 261. **These courses will count toward the Management Certificate, but not the Business Administration Diploma or Business Diploma programs.** BADM 107 is **NOT** accepted for credit towards the Management Certificate.
2. Continuing Education coursework may be used for up to two course equivalents. Generally, 45 hours of **Donald School of Business approved** Continuing Education courses will be considered equivalent to one three-credit Business Option. Coursework must be business related or content that enhances a business portfolio.

STUDENTS INTENDING TO COMPLETE THE BUSINESS DIPLOMA AFTER THE MANAGEMENT CERTIFICATE:

Students wanting to advance their studies can apply the Management Certificate courses to a two-year diploma in Business. Please be aware of the following:

- Review the Suggested [Business Options](#) below.
- **Prerequisite for COMM 250:** 60% in ELA 30-1 **or** COMM 150. COMM 150 is **NOT** accepted for credit as a Business Option in the Management Certificate program or Business Administration Diploma.
- BADM 107, BADM 170, CMPT 170, or CMPT 261 will **NOT be** accepted for credit toward the Business Diploma.
- Continuing Education courses will **NOT** be accepted for credit towards the Business Administration Diploma or Business Diploma Programs.
- Students who have completed the Management 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 Management Certificate, they can apply for a Management Certificate parchment prior to beginning the Business Diploma. Retroactive parchments will **not** be granted.

BUSINESS OPTIONS

- Refer to the [timetable](#) to view prerequisites.
- Students may receive credit for only one of each equivalency.
- **Purple Highlighted boxes** are the recommended options for Diploma-bound students

ACCT 103 or ACCT 2001	BADM 110 or BUS 2110	BADM 241	BADM 260 or BUS 310 or FNCE 2310	COMM 250
ACCT 104 or 204 or ACCT 2010	BADM 111 or BUS 306 or BUS 2306	BADM 242 or MKT 2242	BADM 261 or FINS 4100	ECON 100 or 201 ECON 1100
ACCT 205 or ACCT 2204	BADM 132 – MKT 1132	BADM 243	BADM 262	ECON 101 or 202 ECON 1101
ACCT 206	BADM 211 or BADM 3211	BADM 247 or MKT 4247	BADM 280 or HRM 3535	FINS 180 or FINS 150 FINS 1150
ACCT 209 or ACCT 3209	BADM 232	BADM 249	BADM 281 or HRM 1281	FINS 281 or FINS 250 or FINS 3100
ACCT 210 or ACCT 3219	BADM 233	BADM 251 or ESB 2251	BADM 320	FINS 282 or FINS 251 or FINS 2100
ACCT 211	BADM 234	BADM 253 or ESB 2253	BADM 321	FINS 286 or FINS 3200
ACCT 212	BADM 235	BADM 254 or HRM 4520	BUS 201	
ACCT 214	BADM 238	BADM 256 or HRM 3525	BUS 307 or BUS 3307	
BADM 204 or ESB 2204	BADM 240 or MKT 2240	BADM 258 or HRM 2510	BUS 311 or BUS 2311	

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

FALL	WINTER	SPRING
ACCT 1001	ACCT 1001	BADM 1210
BADM 260	ACCT 104	BADM 111
BUS 1010	BUS 303	COMM 150
BUS 1210	COMM 150	FINS 1150
BUS 311	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 3535	
HRM 1281	HRM 4520	
HRM 3525		
MKT 1132		

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