

DONALD SCHOOL OF BUSINESS - FINANCIAL SERVICES DIPLOMA

UPDATED: FEBRUARY 2012

The financial services industry is an extensive industry encompassing many different services including banking, insurance, brokerages, and mutual funds; however, from banks to brokerages to insurance companies, different employers look for the same basic skills. The Financial Services Diploma equips students with the specialized skills to meet the demands of entry-level positions within the industry.

The Financial Services Diploma has been designed to provide a general business background and a solid foundation in financial services for a wide range of career opportunities within the industry. Careers in the financial services industry include Investment Advisor, Financial Planner, Personal Financial Service Representative, Account Manager, Loans Officer, Mortgage Specialist, Compliance Officer and Branch Manager.

For admission requirements to the Financial Services Diploma, please see the Red Deer College Calendar. To meet graduation requirements, students must complete all courses with a minimum grade of 'D' and attain a grade point average (GPA) of **2.00 (62%)** or higher.

PROGRAM CONTENT YEAR 1

___	ACCT 102	Introductory Accounting I
___	ACCT 103	Introductory Accounting II
___	BADM 111	Introduction to Statistics
___	FINS 180	Financial Products & Services
___	FINS 280	Financial Services Work Experience (<i>This course is an optional paid work experience that is extra to the diploma. Students complete 500 hours over a 16 week period during May-August at the end of Year 1.</i>)
___	BADM 132	Introduction to Marketing
___	BADM 207	Management Information Systems & Technology ¹
___	BUS 303	Introduction to Organizational Behaviour
___	COMM 250	Business & Workplace Writing ²
___	ECON 100	Introduction to Business Microeconomics
___	ECON 101	Introduction to Business Macroeconomics

1. Students should have basic keyboarding, file management, and email skills before registering for BADM 207. Students can enrol in one credit, self-directed computing modules (CMPT 072, 083 and 086) to acquire these skills. See an Academic Advisor for more details.
2. Prerequisite for COMM 250: 60% in ELA 30-1 **or** COMM 150 **or** a passing mark in an Assessment Test. Students must achieve a combined score of 175 on a reading comprehension and a sentence skills test (each are marked out of 120) and a 7 or higher on a writing sample. **Students who take COMM 150 may not be able to complete their diploma in two years.**

PROGRAM CONTENT YEAR 2

___	FINS 281	Investment Funds in Canada
___	FINS 282	Consumer Credit
___	BADM 262	Investments
___	FINS 286	Insurance in Canada
___	FINS 287	Advanced Financial Planning
___	FINS 270	Financial Services Selling
___	ACCT 104	Managerial Accounting
___	BUS 311	Legal Foundations of the Canadian Economy
___	BADM 260	Introduction to Finance ¹
___	BADM 270	Business Policy & Strategy (Prerequisite: Completion of all Year 1 courses; Prerequisite or Corequisite: BADM 260)
___	FINS 320/321	Selected Topics in Financial Services (These courses are optional and extra to the diploma.)

1 BADM 260 vs. BUS 310: BADM 260 is the recommended Finance course for the Financial Services Diploma and as such will be recognized as part of our block transfer agreements. However, if you are considering continuing on to an accounting designation or a business degree, it is recommended you choose BUS 310.

IMPORTANT NOTES:

The following refer to equivalent courses or courses that may be taken in lieu of various specified courses. Please be aware that although courses may be accepted as equivalent to meet program requirements, course content may not be the same. Students may receive credit for only one of each equivalency. Students seeking university transfer or an accounting designation should see an Academic Advisor or their Chairperson when selecting courses.

- ACCT 202 is equivalent to ACCT 102 plus ACCT 103
- ECON 201 is equivalent to ECON 100
- BUS 306 is equivalent to BADM 111
- ACCT 204 is equivalent to ACCT 104
- ECON 202 is equivalent to ECON 101
- BUS 310 is equivalent to BADM 260¹
- COMM 250 will be waived with completion of any 200 level ENGL course or any 200 level COMM course

TRANSFER INFORMATION

****PLEASE CONSULT YOUR ACADEMIC ADVISOR OR CHAIR REGARDING MRU/RDC FUTURE BACHELOR OF BUSINESS ADMINISTRATION PROGRAM.*****

University of Lethbridge - Bachelor of Management: Faculty of Management Campuses: The Faculty of Management offers programs on three campuses: Calgary, Edmonton, and Lethbridge. On the Lethbridge campus, students can pursue all programs and majors offered by the Faculty of Management. The Calgary and Edmonton campuses serve adult learners and offer the B.Mgt., Post-Diploma B.Mgt., second degree in Management, the PBCA and other Management Certificates. Combined Degrees programs (B.A./B.Mgt., B.Sc./B.Mgt., B.Mgt./B.Ed., and Post-Diploma B.Mgt./B.Ed.) cannot be completed in their entirety on the

Calgary or Edmonton campuses, and all Combined Degrees applicants will be assigned to the Lethbridge campus. The following majors may be completed on the Calgary and Edmonton campuses: Accounting, Finance, General Management, Human Resource Management and Labour Relations, International Management, and Marketing. For all other majors, contact the campus offices:

Lethbridge Campus

403.329.2153

undergrad.management@uleth.ca

Calgary Campus

403.284.8596

calgary.campus@uleth.ca

Edmonton Campus

780.424.0425

edmonton.campus@uleth.ca

Guaranteed admission to the Bachelor of Management Degree (Post-Diploma program) with a diploma GPA of 3.00 or higher. Graduates with a diploma GPA below 3.00 may be admitted in the second round of admissions.

Mount Royal University - Bachelor of Business Administration: All students must demonstrate successful completion of English 30-1 (or equivalent) with a minimum grade of 60% and Math 30 (Pure or Applied) with a minimum grade of 60%. Admission to the program is very competitive and is based on your 4 most recently completed post-secondary courses as of Dec 31. Students are required to have a minimum admission GPA of 2.0. Transcripts will be evaluated on a course by course basis. Bissett School of Business offers students the opportunity to study in the following areas: Accounting, Business & Society, Entrepreneurship, Financial Services, Human Resources, Insurance, International Business, Marketing, Nonprofit Management, and Supply Chain Management. Contact: Bissett School of Business: 403.440.6833 or businessadvising@mtroyal.ca or <http://business.mtroyal.ca>

Okanagan College - Bachelor of Business Administration: Students require successful completion of a Business Administration Diploma program with a minimum grade point average (GPA) of 2.4 (67%), a statement (500 words maximum) outlining personal objectives and career goals as well as a statement (500 words maximum) outlining work experience and community involvement. Contact: Katie Hartman, Program & Event Coordinator khartman@okanagan.bc.ca or <http://www.okanagan.bc.ca/business>

ACCREDITATION & CAREER PLANNING

- Partnering with the **Investment Funds Institute of Canada (IFIC)** www.ific.ca, RDC is pleased to bring you courses in Mutual Funds and Insurance.
 1. **Investment Funds in Canada (FINS 281)** is offered in conjunction with the IFIC and is the required course for those seeking to sell investment funds in Canada. At the completion of this course all students will write the qualifying IFIC exam and if they attain a grade of 60% or greater will be qualified to seek registration as an Investment Funds Salesperson in Canada. Students taking **FINS 281** have three opportunities to take the final IFIC exam provided that these attempts are proctored by an RDC Finance or Financial Services Instructor.
 2. **Insurance in Canada (FINS 286)** is also offered in conjunction with the IFIC on a similar basis. This course is a requirement for those that wish to sell life insurance products in Canada.

Students to pay examination registration fees of approximately \$200 per course. These fees are subject to change without notice from the IFIC.

- **Advanced Financial Planning (FINS 287) The Canadian Institute of Financial Planning (CIFP)** www.fpssc.ca recognizes FINS 287 as credit towards the Institute's Registered Retirement Planning Certificate (RRC). This course requires additional course materials and an examination fee of \$325 which includes the text book and is paid directly to the CIFP. The final exam in FINS 287 shall be the final qualifying exam towards the RRC certification and upon successful completion of this exam students will earn the RRC certification.

- **Certified Credit Professional (CCP):** The Credit Institute of Canada (CIC) has approved various RDC Business & Financial Services courses for advanced standing toward the Institute's designation of Certified Credit Professional (CCP).

TRANSFER CREDITS ACCEPTED FROM RDC INTO THE CCP PROGRAM:

AREA OF STUDY	RDC
<i>Financial Accounting Fundamentals</i>	<i>ACCT 102 + 103 or ACCT 202</i>
<i>Micro & Macro Economics</i>	<i>ECON 100 + 101 or ECON 201 + 202</i>
<i>Business Communications</i>	<i>COMM 150 + 250</i>
<i>Corporate Finance Fundamentals</i>	<i>BADM 260 OR BUS 310</i>
<i>Managing Information Systems</i>	<i>BADM 207 OR BUS 358</i>
<i>Business Law</i>	<i>BUS 311</i>

The two specialized and in-depth credit management courses are *Credit Management (CR1)* and *Advanced Credit Management (CR2)*. For more information, contact the CIC at: 1-888-447-3324 or geninfo@creditedu.org or www.creditedu.org

HOW TO FIND MORE INFORMATION

RDC Information Centre:	403.342.3400 or Fax: (403) 342-3188 information.centre@rdc.ab.ca
Business Administration Chairperson:	Patrick O'Meara Office: DSB 503H 403.342.3554 or pat.omeara@rdc.ab.ca
Business Administration Website:	http://www.rdc.ab.ca/business/
RDC Website:	http://www.rdc.ab.ca/
On-line RDC Timetable:	http://www.rdc.ab.ca/timetable/
RDC Academic Advising:	Office: 1102 403.342.3400 advisors@rdc.ab.ca http://www.rdc.ab.ca/academic_advising

PLEASE NOTE:

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 College 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 College. Please consult with an Academic Advisor if you have any questions.

The function of Academic Advisors is to provide students with information and resources that enable them to make informed decisions relevant to their education. These resources include the Red Deer College Calendar, the Academic Planning Guide for your chosen program and destination university (if applicable), the Alberta Transfer Guide and the calendar and contact information for your destination university (if applicable). Academic Advisors will assist you in interpreting information from these resources or refer you to your destination university if appropriate. 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.