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DONALD SCHOOL OF BUSINESS - MANAGEMENT CERTIFICATE

UPDATED: FEBRUARY 2012

This program is designed for students who work full-time and study part-time. The Certificate permits part-time students to earn a college credential. Students can also be admitted to the Management Certificate on a full-time basis. You must complete eight business courses approved by the Business Administration Program Chairperson to be awarded the Certificate. There are no formal admission requirements, however the English and Mathematics requirements for the Business Administration Program are highly recommended.

Students wanting to advance their studies are able to apply the Management Certificate courses to the two-year Business Administration Diploma or the Financial Services Diploma. Course selection should be given careful consideration as part of the overall planning for the Management Certificate.

PROGRAM CONTENT – EIGHT COURSES

_____ One Accounting (ACCT) Course (except ACCT 075): **ACCT 102 recommended**

_____ One Computing Course: **BADM 207 Recommended See Note #2 – Page 2**

_____ One Economics Course (**ECON**) **ECON 101 recommended**

_____ **BUS 303** Introduction to Organizational Behaviour

Four Business Options (See List Below):

1. _____

2. _____

3. _____

4. _____

BUSINESS OPTIONS: (Check RDC Timetable for Prerequisites and Current Delivery)

ACCT 103	BADM 207	BADM 251	BUS 305
ACCT 104 or 204	BADM 232	BADM 253	BUS 307
ACCT 205	BADM 233	BADM 260 or BUS 310	BUS 311
ACCT 206	BADM 234	BADM 261	COMM 250
ACCT 209	BADM 235	BADM 262	ECON 100 or 201
ACCT 210	BADM 238	BADM 270	ECON 101 or 202
ACCT 211	BADM 240	BADM 280	FINS 180
ACCT 212	BADM 241	BADM 281	
BADM 110	BADM 242	BADM 290	
BADM 111 or BUS 306	BADM 243	BADM 320	
BADM 132	BADM 247	BADM 321	
BADM 204	BADM 249	BUS 201	

IMPORTANT NOTES:

1. A minimum grade of 'D' in each course and a minimum grade point average (GPA) of **2.00 (62%)** must be obtained in order to meet graduation requirements for the Management Certificate Program.
2. 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 207. 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 or Financial Services Diplomas.** BADM 107 is NOT accepted for credit towards the Management Certificate.
3. Continuing Education course work may be used for up to two course equivalents. Generally, 45 hours of **Business Department 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.
4. 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:
 - ACCT 202 is equivalent to ACCT 102 plus ACCT 103
 - ACCT 204 is equivalent to ACCT 104
 - ECON 201 is equivalent to ECON 100
 - ECON 202 is equivalent to ECON 101
 - BUS 306 is equivalent to BADM 111
 - BUS 310 is equivalent to BADM 260
 - Although the courses are not equivalent, BUS 201 *will waive* the BADM 110
 - Students who have completed COMM 294 may apply for Prior Learning credit in lieu of BUS 303 for the Management Certificate program only.

STUDENTS INTENDING TO COMPLETE THE BUSINESS ADMINISTRATION DIPLOMA OR FINANCIAL SERVICES DIPLOMA AFTER THE MANAGEMENT CERTIFICATE:

Students wanting to advance their studies are able to apply the Management Certificate courses to a two-year diploma in Business Administration or Financial Services. Please be aware of the following limitations:

- It is recommended that students meet the English and Math requirements of the diploma program. Students who do not meet the English requirements may be required to take a college placement test before registering in a written communications course. Students with 60% or greater in English 30 or ELA 30-1 will be exempt from this test. Students who do not achieve a satisfactory mark on this test will be required to complete COMM 150 prior to registering in the required diploma course COMM 250. COMM 150 is not accepted for credit as an option in the Management Certificate program, Business Administration Diploma or Financial Services Diploma.
- It is recommended that students choosing ACCT 102 also take ACCT 103 as an option course
- It is recommended that students laddering into the Business Administration Diploma or Financial Services Diploma choose option courses from program content for Year 1 of the applicable program.

- BADM 107, BADM 170, CMPT 170, or CMPT 261 will **NOT be** accepted for credit toward the Business Administration Diploma or Financial Services Diploma. See Note 2 above.
- Continuing Education courses will **NOT** be accepted for credit towards the Business Administration Diploma or Financial Services Diploma Program
- Students who have completed the Management Certificate Program and successfully fulfil the graduation requirement for the Business Administration Diploma or Financial Services Diploma will be granted the Business Administration Diploma or Financial Services Diploma only.

HOW TO FIND MORE INFORMATION

RDC Information Centre:	403.342.3400 Fax: 403.342.3188 information.centre@rdc.ab.ca
Business Administration Chairperson:	Patrick O'Meara, Office: DSB 503H 403.342.3554 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.