

## **BUSINESS CERTIFICATE**

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 10 courses with a minimum grade of "D" and a minimum GPA of 2.00. The 10 courses consist of 7 core business courses, 2 business options, and COMM 250.

### **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 one 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](http://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)

|   | REQUIREMENT                     | PRE/CO-REQ'S                        | COMMENTS   | DONE |
|---|---------------------------------|-------------------------------------|--|------|
| 1 | <b>BUS 1010</b><br>(3 credits)  | Business Topics and Skills          | Credit will be given if previously completed <b>BUS 303</b>  |      |
| 2 | <b>ACCT 1001</b><br>(3 credits) | Introductory Financial Accounting I | Credit will be given if previously completed <b>ACCT 102</b> or <b>ACCT 202</b>  |      |
| 3 | <b>BUS 1210</b><br>(3 credits)  | Data and Information Management     | Credit will be given if previously completed <b>BADM 210</b>   |      |
| 4 | <b>BUS 1100</b><br>(3 credits)  | Cross Cultural Awareness            |  |      |
| 5 | <b>HRM 1281</b><br>(3 credits)  | Human Resource Management           | Credit will be given if previously completed <b>BADM 281</b>   |      |
| 6 | <b>COMM 250</b><br>(3 credits)  | Business and Workplace Writing      | 60% in ELA 30-1 or COMM 150.<br><b>COMM 150</b> 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 program in one year. |      |

|    |   |   |  |  |
|----|---|---|--|--|
| 7  | <b>BUS 2110</b><br>(3 credits)          | Management Principles   |  | Credit will be given if previously completed <b>BADM 110</b> |
| 8  | <a href="#"><u>Economics Course</u></a> | <b>ECON 1100 or ECON 1101</b>   |  |  |
| 9  | <a href="#"><u>Business Option</u></a>  | <b>Recommended Business Options</b> if continuing to Business Diploma: <b>MKT 1132, FINS 1150, ECON 1101 or ECON 1100</b> |  |  |
| 10 | <a href="#"><u>Business Option</u></a>  | <b>Recommended Business Options</b> if continuing to Business Diploma: <b>MKT 1132, FINS 1150, ECON 1101 or ECON 1100</b> |  |  |

### IMPORTANT NOTES

- Students requiring COMM 150, in order to take COMM 250, are encouraged to plan the 11 courses over Fall, Winter, and Spring.
- BADM 107, BADM 170, CMPT 170, or CMPT 261 will NOT be accepted for credit toward the Business Diploma.
- 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.
- Extended Education coursework may be used for one-course equivalent. Generally, 45 hours of Donald School of Business, Science and Technology approved Extended Education courses will be considered equivalent to one three-credit Business Option. Coursework must be business-related or content that enhances a business portfolio. Extended Education courses will NOT be accepted for credit towards the Business Diploma Program

### OPTIONS

#### Choose ONE Economics course:

| Course                          |                         | Comments  |
|---------------------------------|-------------------------|---|
| <b>ECON 1100</b><br>(3 credits) | Business Microeconomics | Credit will be given if previously completed <b>ECON 100</b> or <b>ECON 201</b> |
| <b>ECON 1101</b><br>(3 credits) | Business Macroeconomics | Credit will be given if previously completed <b>ECON 101</b> or <b>ECON 202</b> |

#### Choose TWO Business options:

**Diploma-bound students:** Students interested in continuing into the Business Diploma are encouraged to choose from the bolded courses below.

| Course                          | PRE/CO-REQ'S                        | Comments  |
|---------------------------------|-------------------------------------|---|
| <b>MKT 1132</b><br>(3 credits)  | <b>Marketing Principles</b>         | Credit will be given if completed <b>BADM 132</b>   |
| <b>FINS 1150</b><br>(3 credits) | <b>Personal Finance</b>             | Credit will be given if completed <b>FINS 150</b>   |
| CREA 2001<br>(3 credits)        | Creative Think Tank                 |   |
| ESB 2204<br>(3 credits)         | Interpersonal Skills and Leadership | Credit will be given if completed <b>BADM 204</b> or <b>MGMT 220</b><br>Credit may be given if completed <b>MGMT 450</b> – contact the <a href="#">Student Connect Centre</a> . |

|   |  |                                   |  |
|---|--|-----------------------------------|--|
| MKT 2240<br>(3 credits)   | Professional Selling and Persuasion                              | MKT 1132 or BADM 132              | Credit will be given if completed <b>BADM 240</b>  |
| ESB 2251<br>(3 credits)   | Innovation and Entrepreneurship                                  | MKT 1132 or BADM 132              | Credit will be given if completed <b>BADM 251</b> or <b>MGMT 215</b>   |
| ESB 2253<br>(3 credits)   | Project and Events Management                                    |                                   | Credit will be given if completed <b>BADM 253</b> or <b>BADM 249</b>   |
| ACCT 2010<br>(3 credits)  | Introductory Management Accounting                               | ACCT 1001 or ACCT 102 or ACCT 202 | Credit will be given if completed <b>ACCT 104</b> or <b>ACCT 204</b>   |
| ACCT 2001<br>(3 credits)  | Introductory Financial Accounting II                             | ACCT 1001 or ACCT 102 or ACCT 202 | Credit will be given if completed <b>ACCT 103</b>  |
| BUS 3420<br>(3 credits)   | Operations Management  | BUS 2306 or BUS 306 or BADM 111   | Credit may be given if completed <b>MGMT 420</b> – contact the <a href="#">Student Connect Centre</a> .  |
| <b>ECON 1100</b> or <b>ECON 1101</b><br>Whichever was not taken as the ECON option<br>(3 credits) | <b>Business Microeconomics</b> or <b>Business Macroeconomics</b> |                                   | For ECON 1100: Credit will be given if completed <b>ECON 100</b> or <b>ECON 201</b><br><br>For ECON 1101: Credit will be given if completed <b>ECON 101</b> or <b>ECON 202</b> |

### 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  | COMM 150  |
| BUS 1100  | BUS 1100  | FINS 1150 |
| BUS 1210  | BUS 303   |           |
| COMM 150  | COMM 150  |           |
| COMM 250  | COMM 250  |           |
| ECON 1100 | ECON 1101 |           |
| ECON 201  | ECON 201  |           |
| ESB 2251  | ECON 202  |           |
| FINS 1150 | HRM 1281  |           |
| HRM 1281  |           |           |
| MKT 1132  |           |           |

### TRANSFER INFORMATION

- This program ladders into the [Business Diploma](#) and 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 | <a href="mailto:studentconnect@rdpolytech.ca">studentconnect@rdpolytech.ca</a><br><a href="http://www.rdpolytech.ca/SCC">www.rdpolytech.ca/SCC</a><br>403.342.3254 |
| Red Deer Polytechnic website                | <a href="http://rdpolytech.ca">rdpolytech.ca</a>   |
| Transfer Alberta Guide                      | <a href="http://transferalberta.alberta.ca">transferalberta.alberta.ca</a>   |