

Dear Continuing Education Student,

You are receiving this letter because you have taken one or more courses through the School of Continuing Education, working towards one of the following credentials.

- Accounting Certificate
- Business Certificate
- Business Diploma (Accounting, Human Resources, Management)
- Human Resource Management (HRM) Certificate

There are changes to the program requirements for each of the programs listed above. These changes will take effect **starting July 1, 2021**. Every five years, our programs go through a review where we consult industry, associations, and graduates of our programs to make sure we are providing quality and relevant programming for our students and the industries we serve. The review sometimes results in changes to the current programming and can impact students in the process of completing a credential.

Below you will find a summary of the sunset clause for the various Business programs.

Continuing Education Business Certificate students - Students who apply to graduate **after June 30, 2022**, must complete the course requirements for the revised Business Certificate program. **Students who apply to graduate on or before June 30, 2022, do not need to complete BUS 104 – Introduction to Business.**

Continuing Education Human Resource Management (HRM) Certificate students - Students who apply to graduate **after June 30, 2022**, must complete the course requirements for the revised HRM Certificate program. **Students who apply to graduate on or before June 30, 2022, do not need to complete HR 225 – Strategic Human Resources Management.**

Continuing Education Business Diploma students - Students who apply to graduate **after June 30, 2022**, must complete the course requirements for the revised Business Diploma program. **Students who apply to graduate on or before June 30, 2022, do not need to complete BUS 104 – Introduction to Business or HR 225 – Strategic Human Resources Management.**

The changes to the program requirements for each program are summarized and listed on the following pages.

If you have any questions regarding the program changes or requirements, please contact Matthew Learning (learningm@saskpolytech.ca), Continuing Education Business Student Advisor.

Accounting Certificate

Summary:

The most significant change to the Accounting Certificate is the removal of the elective requirements. Three courses have been “split” into shorter and more manageable courses. While it may appear like there are now many more courses, the credit units, course hours, and cost for the program have been reduced following these changes.

New Requirements

ACCT 122 – Introductory Financial ACCT 1
ACCT 125 – Introductory Financial ACCT 2
*ACCT 215 – Intermediate Financial ACCT 1
*ACCT 216 – Intermediate Financial ACCT 2
*ACCT 217 – Intermediate Financial ACCT 3
*ACCT 218 – Intermediate Financial ACCT 4
*ACCT 219 – Management Information Systems
ACCT 226 – Cost Accounting 1
ACCT 227 – Cost Accounting 2
ADTG 220 – Auditing
FIN 220 – Finance
*TAX 201 – Taxation 1
*TAX 202 – Taxation 2
*New Requirement

Accepted as Credit in Place of New Requirement

ACCT 220 – Intermediate ACCT 1
ACCT 220 – Intermediate ACCT 1
ACCT 221 – Intermediate ACCT 2
ACCT 221 – Intermediate ACCT 2
ACCT 236 – Accounting Information Systems

TAX 221 – Taxation 1
TAX 221 – Taxation 1

Courses Removed from Program Requirements

Elective # 1 (ECON 100, ECON 120)
Elective # 2 (STAT 120, LAW 220)

Note: ACCT 215/216/217/218 can be taken in any order; they are not sequential

Business Certificate Program

Summary:

The only change for the Business Certificate Program is the addition of one new course, BUS 104.

New Requirements

ACCT 122 – Introductory Financial ACCT 1

ADMN 220 – Organizational Behavior

BCOM 105 – Business Communications

*BUS 104 – Introduction to Business

COMP 120 – Business Solution Software

ECON 120 – Microeconomics

HR 120 – Introduction to Human Resources Management

LAW 220 – Commercial Law

MKTG 120 – Marketing

MATH 139 – Business Mathematics

ONE of either:

ACCT 125 – Introductory Financial ACCT 2

ACCT 225 – Managerial Accounting

ONE of either:

ACCT 136 – Automated Accounting

FIN 100 – Personal Finance (not available online)

INS 100 – Principles and Practices of Insurance (only available as a remote class)

*New Course

Business Diploma (Accountancy Specialty)

Summary:

The most significant change to the Accounting Diploma is two new courses, BUS 104 and a short one credit unit INDG 100 course. Three courses have been “split” into shorter and more manageable courses. While it may appear like there are now many more courses, the credit units, course hours, and cost for the program have been reduced following these changes.

New Requirements – Year 1

ACCT 122 – Introductory Financial ACCT 1
ACCT 125 – Introductory Financial ACCT 2
ACCT 136 – Automated Accounting
ADMN 220 – Organizational Behavior
BCOM 105 – Business Communications
*BUS 104 – Introduction to Business
COMP 120 – Business Solution Software
ECON 120 – Microeconomics
HR 120 – Introduction to Human Resources Management
LAW 220 – Commercial Law
MKTG 120 - Marketing
MATH 139 – Business Mathematics

*New Course

New Requirements – Year 2

*ACCT 215 – Intermediate Financial ACCT 1
*ACCT 216 – Intermediate Financial ACCT 2
*ACCT 217 – Intermediate Financial ACCT 3
*ACCT 218 – Intermediate Financial ACCT 4
*ACCT 219 – Management Information Systems
ACCT 226 – Cost Accounting 1
ACCT 227 – Cost Accounting 2
ADTG 220 – Auditing
FIN 220 – Finance
*TAX 201 – Taxation 1
*TAX 202 – Taxation 2
TAX 222 – Taxation 3
ECON 121 - Macroeconomics
INDG 100 – Introduction to Indigenous Studies

*New Course or Requirement

Accepted as Credit in Place of New Requirement

ACCT 220 – Intermediate ACCT 1
ACCT 220 – Intermediate ACCT 1
ACCT 221 – Intermediate ACCT 2
ACCT 221 – Intermediate ACCT 2
ACCT 236 – Accounting Information Systems

TAX 221 – Taxation 1
TAX 221 – Taxation 1
TAX 222 – Taxation 2 (name change only)
STAT 120 or ADMN 224 or HR 236 or QM 220
(if taken before June. 30th 2021)

Business Diploma (Human Resources Specialty)

Summary:

The most significant change to the Business Diploma Human Resources is two new courses, HR 225 and BUS 104. HR 225 will be offered for the first time in Winter 2022. Two courses have been “split” into shorter and more manageable courses. A few electives have now become required courses, while the number of electives has reduced to one. While it may appear like there are now many more courses, the credit units, course hours, and cost for the program have been reduced following these changes. A few courses have also changed names or course codes; this has no impact on the courses or how they are accepted under the new requirements.

New Requirements – Year 1

ACCT 122 – Introductory Financial ACCT 1
ADMN 220 – Organizational Behavior
BCOM 105 – Business Communications
*BUS 104 – Introduction to Business
COMP 120 – Business Solution Software
ECON 120 – Microeconomics
HR 120 – Introduction to Human Resources Management
LAW 220 – Commercial Law
MKTG 120 - Marketing
MATH 139 – Business Mathematics

ONE of either:

ACCT 125 – Introductory Financial ACCT 2
ACCT 225 – Managerial Accounting

ONE of either:

ACCT 136 – Automated Accounting
FIN 100 – Personal Finance (not available online)
INS 100 – Principles and Practices of Insurance (only available as remote class)

*New Course

New Requirements

ADMN 206 – Leadership Development
ADMN 209 – Organizational Change
ADMN 255 – Conflict Management
*HR 225 – Strategic HRM
*HR 226 – Foundations of Talent Acquisition
*HR 227 – Talent Selection
*HR 228 – Training & Development Foundations
*HR 229 – Training & Development Delivery
HR 231 – Strategic Compensation
HR 233 – Employee and Labour Relations
HR 234 – Creating Healthy Organizations
*MGMT 208 – Cross-cultural Management
*MKTG 227 – Digital Marketing

Accepted as Credit in Place of New Requirement

HR 236 – Organizational Change

HR 230 – Talent Acquisition
HR 230 – Talent Acquisition
HR 232 – Training and Development
HR 232 – Training and Development

HR 233 – Labour Relations (name change only)
HR 234 – Employee Engagement (name change only)
Any elective taken before June 30, 2021
Any elective taken before June 30, 2021

Plus ONE elective

ADMN 224 - Entrepreneurship

MGMT 209 – Strategic Management

MGMT 214 – Project Management

IPSK 200 – Essential Business Skills

MKTG 221 – Relationship Selling

MKTG 222 – Advertising and Marketing Comms.

MKTG 223 – Market Research

MKTG 227 – Digital Marketing

ECON 121 – Macroeconomics

FIN 220 – Finance

ACCT 136 – Automated Accounting

ACCT 225 – Managerial Accounting

FIN 100 – Personal Finance

INS 100 – Principles and Practices of Insurance

*New Course or Requirement

MKTG 228 – Project Management (code change only)

MKTG 227 – Digital Marketing (name change only)

(if not satisfying another requirement already)

(if not satisfying another requirement already)

(if not satisfying another requirement already)

(if not satisfying another requirement already)

Business Diploma (Management Specialty)

Management students are encouraged to contact Matthew Learning at learningm@saskpolytech.ca to have an individualized completion plan completed for them. Please include your student ID number. Completion plans may take a few days to complete.

Human Resources Management (HRM) Certificate

Summary:

The most significant change to the HRM Certificate is the addition of a new course, HR 225. HR 225 will be offered for the first time in Winter 2022. Two courses have been “split” into shorter and more manageable courses. While it may appear like there are now many more courses, the credit units, course hours, and cost for the program have been reduced following these changes. A few courses have also changed names or course codes; this has no impact on the courses or how they are accepted under the new requirements.

New Requirements

ACCT 122 – Introductory Financial ACCT 1
ADMN 220 – Organizational Behavior
ADMN 255 – Conflict Management
HR 120 – Introduction to HRM
*HR 225 – Strategic HRM
*HR 226 – Foundations of Talent Acquisition
*HR 227 – Talent Selection
*HR 228 – Training & Development Foundations
*HR 229 – Training & Development Delivery
HR 231 – Strategic Compensation
*HR 233 – Employee and Labour Relations
HR 234 – Creating Healthy Organizations

Accepted as Credit in Place of New Requirement

HR 230 – Talent Acquisition
HR 230 – Talent Acquisition
HR 232 – Training and Development
HR 232 – Training and Development

HR 233 – Labour Relations (name change only)
HR 234 – Employee Engagement (name change only)

Plus TWO Electives

ADMN 206 – Leadership Development
ADMN 209 – Organizational Change
ADMN 224 - Entrepreneurship
BCOM 105 – Business Communications
MGMT 214 – Project Management
MKTG 223 – Market Research
MKTG 225 – Public Relations
MKTG 227 – Digital Marketing
*New Course or New Requirement

HR 236 – Organizational Change (code change only)

MKTG 228 – Project Management (code change only)

MKTG 227 – Digital Marketing (name change only)

Courses Removed From Elective Options

FIN 225 – Relationship Building
HR 235 – Collective Bargaining and Interest-Based Negotiations
HR 237 – Wellness in the Workplace