

The following applies to all Continuing Education students working towards one of the following credentials:

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

There have changes to the program requirements for each of the programs listed above. These changes took effect for the 2021-22 academic year **starting July 1<sup>st</sup>, 2021**.

The Saskatchewan Polytechnic School of Business reviews its programs every five years and makes any necessary changes to keep its education relevant to the needs of the changing workforce. All Continuing Education students are required to meet the program requirements at the time of graduation. This means that any students who have completed the current program requirements prior to June 30<sup>th</sup>, 2021, are able to graduate under the previous requirements. Any student who has not completed the program by to June 30<sup>th</sup>, 2021, must follow the new program requirements. The changes to the program requirements to each program are summarized and listed in the following pages.

If you have any questions regarding the program changes or requirements, please contact the student advisor for School of Business Continuing Education students, Twyla Verhelst:

[twyla.verhelst@saskpolytech.ca](mailto:twyla.verhelst@saskpolytech.ca)

**Business Certificate Program**

Summary:

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

<b>New Requirements</b>
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
<b>ONE of either:</b>
ACCT 125 – Introductory Financial ACCT 2
ACCT 225 – Managerial Accounting
<b>ONE of either:</b>
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

**Accounting Certificate**

## Summary:

The biggest change to the Accounting Certificate is the removal of the elective requirements. There are also three courses that have been “split” apart 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.

<b>New Requirements</b>	<b>Accepted as Credit in Place of New Requirement</b>
ACCT 122 – Introductory Financial ACCT 1	
ACCT 125 – Introductory Financial ACCT 2	
*ACCT 215 – Intermediate Financial ACCT 1	ACCT 220 – Intermediate ACCT 1
*ACCT 216 – Intermediate Financial ACCT 2	ACCT 220 – Intermediate ACCT 1
*ACCT 217 – Intermediate Financial ACCT 3	ACCT 221 – Intermediate ACCT 2
*ACCT 218 – Intermediate Financial ACCT 4	ACCT 221 – Intermediate ACCT 2
*ACCT 219 – Management Information Systems	ACCT 236 – Accounting Information Systems
ACCT 226 – Cost Accounting 1	
ACCT 227 – Cost Accounting 2	
ADTG 220 – Auditing	
FIN 220 – Finance	
*TAX 201 – Taxation 1	TAX 221 – Taxation 1
*TAX 202 – Taxation 2	TAX 221 – Taxation 1

\*New Requirement

<b>Courses Removed from Program Requirements</b>
Elective # 1 ( ECON 100, ECON 120)
Elective # 2 (STAT 120, LAW 220)

## Notes:

- ACCT 215/216/217/218 can be taken in any order, they are not sequential.
- TAX 201 is a prerequisite for TAX 202.

**Human Resources Management (HRM) Certificate**

## Summary:

The biggest change to the HRM Certificate is the addition of new course, HR 225. HR 225 will be offered starting Fall 2022. It should be taken as one of the last courses because it is a “capstone”, incorporating knowledge and concepts from other HR courses.

There are also two courses that have been “split” apart 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.

<b>New Requirements</b>	<b>Accepted as Credit in Place of New Requirement</b>
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 230 – Talent Acquisition
*HR 227 – Talent Selection	HR 230 – Talent Acquisition
*HR 228 – Training & Development Foundations	HR 232 – Training and Development
*HR 229 – Training & Development Delivery	HR 232 – Training and Development
HR 231 – Strategic Compensation	
*HR 233 – Employee and Labour Relations	HR 233 – Labour Relations (name change only)
HR 234 – Creating Healthy Organizations	HR 234 – Employee Engagement (name change only)
<b>Plus: TWO Electives</b>	
ADMN 206 – Leadership Development	
ADMN 209 – Organizational Change	HR 236 – Organizational Change (code change only)
ADMN 224 - Entrepreneurship	
BCOM 105 – Business Communications	
MGMT 214 – Project Management	MKTG 228 – Project Management (code change only)
MKTG 223 – Market Research	
MKTG 225 – Public Relations	
MKTG 227 – Digital Marketing	MKTG 227 – Digital Media (name change only)

\*New Course or New Requirement

<b>Courses Removed From Elective Options</b>
FIN 225 – Relationship Building
HR 235 – Collective Bargaining and Interest-Based Negotiations
HR 237 – Wellness in the Workplace

**Accounting Diploma**

## Summary:

The biggest change to the Accounting Diploma is the addition of two new courses, BUS 104 and a short 1 credit unit INDG 100. There are also three courses that have been “split” apart 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.

<b>New Requirements</b>
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
ACCT 125 – Introductory Financial ACCT 2
ACCT 136 – Automated Accounting

\*New Course

<b>New Requirements</b>	<b>Accepted as Credit in Place of New Requirement</b>
*ACCT 215 – Intermediate Financial ACCT 1	ACCT 220 – Intermediate ACCT 1
*ACCT 216 – Intermediate Financial ACCT 2	ACCT 220 – Intermediate ACCT 1
*ACCT 217 – Intermediate Financial ACCT 3	ACCT 221 – Intermediate ACCT 2
*ACCT 218 – Intermediate Financial ACCT 4	ACCT 221 – Intermediate ACCT 2
*ACCT 219 – Management Information Systems	ACCT 236 – Accounting Information Systems
ACCT 226 – Cost Accounting 1	
ACCT 227 – Cost Accounting 2	
ADTG 220 – Auditing	
FIN 220 – Finance	
*TAX 201 – Taxation 1	TAX 221 – Taxation 1
*TAX 202 – Taxation 2	TAX 221 – Taxation 1
TAX 222 – Taxation 3	TAX 222 – Taxation 2 (name change only)
ECON 121 - Macroeconomics	STAT 120 or ADMN 224 or HR 236 or QM 220 (if taken before June. 30 <sup>th</sup> 2021)
INDG 100 – Introduction to Indigenous Studies	

\*New Course or Requirement

## Notes:

- ACCT 215/216/217/218 can be taken in any order, they are not sequential.
- TAX 201 is a prerequisite for TAX 202.

**Human Resources Diploma** (next two pages)

Summary:

The biggest change to the Business Diploma Human Resources is the addition of two new courses, HR 225 and BUS 104. HR 225 will be offered starting Fall 2022. It should be taken as one of the last courses because it is a “capstone”, incorporating knowledge and concepts from other HR courses.

There are also two courses that have been “split” apart 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.

<b>New Requirements</b>
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
<b>ONE of either:</b>
ACCT 125 – Introductory Financial ACCT 2
ACCT 225 – Managerial Accounting
<b>ONE of either:</b>
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

<b>New Requirements</b>	<b>Accepted as Credit in Place of New Requirement</b>
ADMN 209 – Organizational Change	HR 236 – Organizational Change
ADMN 255 – Conflict Management	
*HR 225 – Strategic HRM	
*HR 226 – Foundations of Talent Acquisition	HR 230 – Talent Acquisition
*HR 227 – Talent Selection	HR 230 – Talent Acquisition
*HR 228 – Training & Development Foundations	HR 232 – Training and Development
*HR 229 – Training & Development Delivery	HR 232 – Training and Development
HR 231 – Strategic Compensation	
HR 233 – Employee and Labour Relations	HR 233 – Labour Relations (name change only)

HR 234 – Creating Healthy Organizations	HR 234 – Employee Engagement (name change only)
ADMN 206 – Leadership Development	
*MGMT 208 – Cross-cultural Management	Any elective taken before June 30 <sup>th</sup> , 2021
*MKTG 227 – Digital Marketing	Any elective taken before June 30 <sup>th</sup> , 2021
<b>Plus ONE elective</b>	
ADMN 224 - Entrepreneurship	
MGMT 209 – Strategic Management	
MGMT 214 – Project Management	MKTG 228 – Project Management (code change only)
IPSK 200 – Essential Business Skills	
MKTG 221 – Relationship Selling	
MKTG 222 – Advertising and Marketing Comms.	
MKTG 223 – Market Research	
MKTG 227 – Digital Marketing	MKTG 227 – Digital Media (name change only)
ECON 121 – Macroeconomics	
FIN 220 – Finance	
ACCT 136 – Automated Accounting	(if not satisfying another requirement already)
ACCT 225 – Managerial Accounting	(if not satisfying another requirement already)
FIN 100 – Personal Finance	(if not satisfying another requirement already)
INS 100 – Principles and Practices of Insurance	(if not satisfying another requirement already)

\*New Course or Requirement

**Management Diploma**

Management Diploma students are encouraged to contact Twyla Verhelst at [twyla.verhelst@saskpolytech.ca](mailto:twyla.verhelst@saskpolytech.ca) to have an individualized Program Completion Plan (PCP) prepared for them. ***Please include your student ID number.*** PCPs may take a few days to complete.