

# Business Diploma Specialty: Municipal Administration

The municipal administration specialty prepares students for leadership roles in municipal governance by equipping them with the skills needed to manage the daily operations of towns and municipalities. Developed in partnership with key industry organizations, this program provides applied learning at the diploma level to prepare graduates for senior government management positions.

Students gain expertise in human resources, municipal law, strategic communication, project management, accounting, and risk management. With ten specialized courses tailored to municipal administration, graduates are well-prepared for rewarding careers in local government.

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## Locations & Delivery Modes:

- Available online\* through Continuing Education

*\* Online – Students study prepared materials online in a self-paced manner while keeping pace with the course schedule as indicated. No requirement for live attendance except for examinations. Courses offered through Centre for Continuing Education.*



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## Start Dates & Length

- Ongoing; single course registration
- Completed at student's own pace

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## Transfer Credit Opportunities

Graduates may be eligible for transfer credit towards the University of Saskatchewan Edwards School of Business Bachelor of Commerce and University of Regina Paul J. Hill School of Business Bachelor of Business Administration and more.

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## Program Development

The curriculum for this specialty has been developed in partnership with the following organizations: Saskatchewan Urban Municipalities Association (SUMA), Saskatchewan Association for Rural Municipalities (SARM), Urban Municipal Administrators' Association of Saskatchewan (UMAAS), Canadian Association of Municipal Administrators (CAMA) and the Saskatchewan Ministry of Government Relations.





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## Courses

See the [Business diploma – Year 1](#) document for a summary of the year 1 courses.

Semester 3 Courses			Semester 4 Courses		
Code	Course Name	Credits	Code	Course Name	Credits
ACCT 203	Introductory Municipal Accounting & Finance	3	ACCT 204	Municipal Accounting & Finance	3
ADMN 206	Leadership Development	4	ACCT 205	Asset Management	4
ADMN 213	Introduction to Municipal Admin.	3	ADMN 255	Conflict Management	4
COMM 203	Strategic Communication for Municipalities	4	HR 203	Human & Labour Relations in Municipalities	3
IPSK 201	Professionalism with Municipal Administration	3	MGMT 209	Strategic Management	4
MGMT 214	Project Management	4	MUNI 201	Municipal Administration	4
MUNI 200	Municipal Structure & Governance	4	MUNI 202	Municipal Legislation	3

*\* Saskatchewan Polytechnic reserves the right to alter programming at any time. Programming and delivery methods may be subject to change at the discretion of Saskatchewan Polytechnic and without notice. Visit [saskpolytech.ca](http://saskpolytech.ca) for current information.*

Interested in learning more? Contact us at [askaquestion@saskpolytech.ca](mailto:askaquestion@saskpolytech.ca)