What hardware/material do I need to complete a Management Certificate on-line?

- A computer with internet access
- A headset with a microphone for synchronous class discussions
- Some courses may require a webcam or smartphone for capturing work and/or a course textbook with online access

Where do I need to go to complete the Management Certificate online?

- The courses in the program are completely on-line. They can be completed from home, work or a nearby learning centre.
- Midterms and final exams will need to be completed at a participating learning centre, Red Deer College or your local school or library, so that the exams can be invigilated.

After completing your Management Certificate, you can go on to further education with RDC to the:

- Business Administration diploma: Accounting, Marketing, Financial Services (Obtain Mutual Funds licence; Obtain Personal Financial Planner designation) or General majors; Projects with local businesses and access to business leaders
- Students who complete the Business Administration diploma can continue on to complete the BBA at RDC in partnership with Mount Royal University

Students who complete the Management Certificate can enroll in the RDC Business Administration Diploma.

The 8 courses in the Management Certificate count toward the 20 courses in the diploma.

For More Information, please contact: Registrar’s Office 403.342.3400 or visit www.rdc.ab.ca/dsb
Management Certificate through Distance Learning

The Management Certificate provides basic business skills leading to management positions within an organization. The certificate also provides opportunities to further advance your studies at RDC in the field of business.

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 must complete eight business courses to be awarded the certificate. To meet graduation requirements, students must complete all courses with a minimum grade of "D" and a minimum grade point average (GPA) of 2.00 (62%).

Complete 4 core courses and 4 options
It is recommended that students take 2 courses per semester

<table>
<thead>
<tr>
<th>Year</th>
<th>Semester</th>
<th>Core</th>
<th>Options</th>
</tr>
</thead>
</table>
| 1    | Fall     | ACCT 102  
*Introduction to Accounting* | BADM 240  
*Professional Selling* |
| 1    | Winter   | BADM 207  
*Management Information Systems and Technology* | COMM 250  
*Business and Workplace Writing* |
| 1    | Spring   | BADM 132  
*Introduction to Marketing*  
ACCT 103  
*Introduction to Accounting II* | |
| 2    | Fall     | ECON 101  
*Introduction to Business Macroeconomics* | BADM 110  
*Introduction to Management*  
BADM 238*  
*Electronic Commerce* |
| 2    | Winter   | BUS 303  
*Organizational Behaviour* | BADM 204  
*Interpersonal Skills*  
BADM 281  
*Human Resources*  
BADM 251  
*Entrepreneurship* |

There are no formal admission requirements. Although, it is recommended that applicants have a minimum average of 65%, with no mark below 50%, in Math 30-2 and ELA 30-2. For applicants who completed Math 30-1 and ELA 30-1 the recommended minimum average is 60%. The courses in the program are completely on-line. They can be completed from home, work, or a nearby learning centre.