



## Program Planning Guide

Current and past Program Planning Guides are available on the UofL website at [www.uleth.ca/ross/ppgs/ppg.html](http://www.uleth.ca/ross/ppgs/ppg.html)

Calendar Year: 2014/2015

Faculty: Management

### About Management Certificate Programs

The Faculty of Management offers Certificate programs with a focus in Finance; First Nations' Governance; General Management; Human Resource Management and Labour Relations; Information Systems; International Management; and Marketing. Each program is composed of a series of 10 courses designed to provide a suitable combination of breadth and depth of knowledge in a specific area of study. Students may complete the Certificate on a full-time or part-time basis.

### Prerequisite(s), Corequisite(s), and Recommended Background

Many of the courses in the Certificate program have prerequisite, corequisite, and/or recommended background requirements. Students are responsible for ensuring that they have the necessary prerequisite(s), corequisite(s), and/or recommended background. In some cases additional courses may be required, extending the duration of the program. Students who do not have the stated prerequisite(s) and/or corequisite(s), but believe they have the required background knowledge and/or skills, must contact an academic advisor about the possibility of obtaining a waiver.

### Admission

Students are admissible to the University through four admission routes:

- Eight or more transfer courses
- A College Diploma
- A previous undergraduate degree
- Adult applicants who are 21 years of age or older. Note that, in most cases, English Language Arts 30-1 and Pure Mathematics 30 or Mathematics 30 are required.

Please contact the University of Lethbridge Admissions Office for details.

### Residence Requirement

Students must complete a minimum of five courses at the University of Lethbridge after admission to the Certificate program.

### Minimum Grade Requirement

A minimum grade of 'C-' is required in all courses taken towards a Certificate program.

### Management Minors

The Faculty of Management offers minors in First Nations' Governance, Information Systems\*, International Management, New Media, Population Health, Social Responsibility, and Supply Chain Management. In some cases, achievement of the minor and a chosen major will require a student to take extra courses. Students may not declare a minor in the same subject as their major. For students who complete all the requirements, the minor will be acknowledged on the official transcript (see Part 11 - Faculty of Management in the UofL Calendar or the Minor Program Planning Guides available online at [www.uleth.ca/ross/program-planning](http://www.uleth.ca/ross/program-planning)).

*\*The major and minor in Information Systems for Management programs has been suspended, beginning May 1, 2013.*

### Campuses

The Faculty of Management offers programs on three campuses: Calgary, Edmonton, and Lethbridge. On the Lethbridge campus, students can pursue all programs and majors offered by the Faculty of Management. The Calgary and Edmonton campuses serve adult learners who may be in the work force wanting to further their education. These campuses offer the B.Mgt., Post-Diploma B.Mgt., second degree in Management, the Professional Diploma in Accounting, and other Management Certificates. The following majors are offered on the Calgary Campus: Accounting, Finance, General Management, Human Resource Management and Labour Relations, and Marketing. Students who wish to complete International Management on the Calgary Campus may require alternate arrangements to complete the requirements for this major. The Edmonton Campus offers the General Management major and the Professional Diploma in Accounting program.

**Lethbridge Campus**  
Phone: 403-329-2153  
Email: [undergrad.management@uleth.ca](mailto:undergrad.management@uleth.ca)

**Calgary Campus**  
Phone: 403-571-3360  
Email: [calgary.campus@uleth.ca](mailto:calgary.campus@uleth.ca)

**Edmonton Campus**  
Phone: 780-424-0425  
Email: [edmonton.campus@uleth.ca](mailto:edmonton.campus@uleth.ca)

**Grade**

**Required Courses:**

- \_\_\_\_ Management 2030 - Introduction to Organizational Behaviour
- \_\_\_\_ Management 2700 - Research Methodology
- \_\_\_\_ Management 3031 - Managing Responsibly in a Global Environment
- \_\_\_\_ Management 3050/Political Science 3420 - Human Resource Management
- \_\_\_\_ Management 3310 - Collective Labour Relations
- \_\_\_\_ Management 4310 - Advanced Organizational Behaviour
- \_\_\_\_ Management 4350 - Staffing

**Two of:**

- \_\_\_\_ Management 3080 - Managerial Skill Development
- \_\_\_\_ Management 3305 - Managing Employee Health and Safety
- \_\_\_\_ Management 3315 - Diversity in Employment
- \_\_\_\_ Management 3920 - Project Management
- \_\_\_\_ Management 4305 - Canadian Labour and Employment Law
- \_\_\_\_ Management 4315 - Performance Management
- \_\_\_\_ Management 4330 - Collective Bargaining
- \_\_\_\_ Management 4370 - Leadership in Organizations
- \_\_\_\_ Management 4390 - Leading Organizational Change

**One of:**

- \_\_\_\_ Psychology 2030 - Methods and Statistics
- \_\_\_\_ Statistics 1770 - Introduction to Probability and Statistics

**Notes**

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