



# PROGRAM PLANNING GUIDE

ID: 

Name: \_\_\_\_\_



## Management Certificate

### General Management



Management is leading others to accomplish common goals in business. Today's managers are people oriented, creative, adaptable and strong communicators. They have to know how to deal effectively with rapidly changing environments, work successfully with small and large teams, live and work by principles of ethics and social responsibility and be aware of responsibilities to sustainability. General management provides a comprehensive understanding of business and managerial skills.

#### What determines my program requirements?

Please refer to the Academic Calendar ([www.ulethbridge.ca/ross/academic-calendar](http://www.ulethbridge.ca/ross/academic-calendar)) for complete program information.

**Calendar Year:** 2024/2025 - Your calendar year is set to the academic year you are admitted (or readmitted) and you should follow the requirements for that year for the duration of your program.

**Faculty/School:** Dhillon School of Business ([www.ulethbridge.ca/dhillon](http://www.ulethbridge.ca/dhillon)) - An internationally accredited AACSB business school

**Program(s):** Management Certificate

**Major(s):** General Management

**Please contact an Academic Advisor before applying to this program for information on course sequencing and possible waivers for equivalent courses already taken.**

#### Am I admissible to this program?

**Admission:** [www.ulethbridge.ca/ross/admissions/undergrad](http://www.ulethbridge.ca/ross/admissions/undergrad)

**Transfer:** [www.ulethbridge.ca/ross/transfer-resources](http://www.ulethbridge.ca/ross/transfer-resources)

#### When/How do I apply to the University?

**Deadlines:** [www.ulethbridge.ca/ross/admissions/undergrad/deadlines](http://www.ulethbridge.ca/ross/admissions/undergrad/deadlines)

**Step-by-Step:** [www.ulethbridge.ca/ross/admissions/step-by-step](http://www.ulethbridge.ca/ross/admissions/step-by-step)

#### Where can I find information on courses?

**Course Catalogue:** [www.ulethbridge.ca/ross/courses](http://www.ulethbridge.ca/ross/courses)

**Registration Guide:** [www.ulethbridge.ca/ross/registration-guide](http://www.ulethbridge.ca/ross/registration-guide)

#### When can I register for classes?

**Register early!** (March for Summer and Fall; November for Winter)

**Registration Dates:** [www.ulethbridge.ca/ross/registration-dates](http://www.ulethbridge.ca/ross/registration-dates)

#### How can I enhance my program?

**Career Bridge:** [www.ulethbridge.ca/career-bridge](http://www.ulethbridge.ca/career-bridge)

**Honours Thesis:** [www.ulethbridge.ca/ross/undergraduate-thesis](http://www.ulethbridge.ca/ross/undergraduate-thesis)

**Student Professional Development:**

[www.ulethbridge.ca/dhillon/student-experience/student-professional-development](http://www.ulethbridge.ca/dhillon/student-experience/student-professional-development)

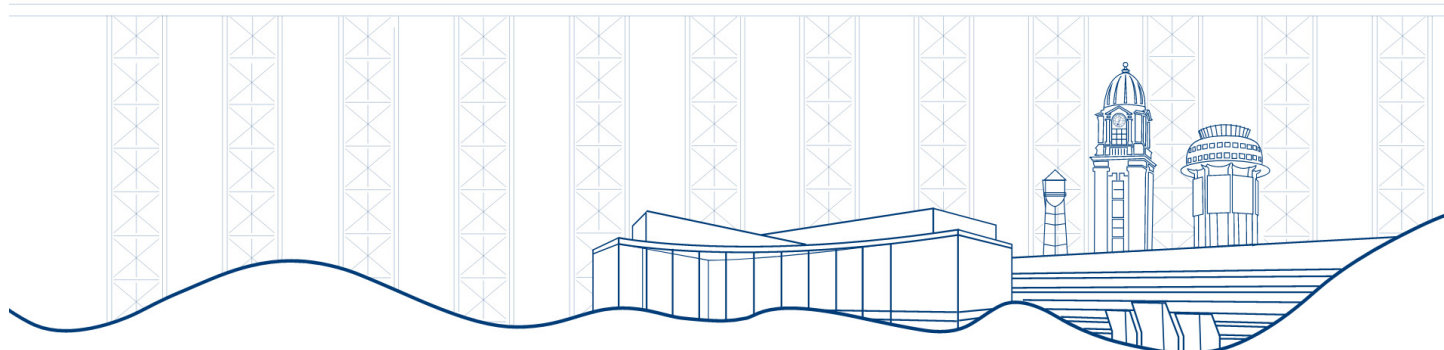
#### What supports are available to students?

**Student Services:** [www.ulethbridge.ca/campus-life/student-services](http://www.ulethbridge.ca/campus-life/student-services)

**Student Success Centre:** [www.ulethbridge.ca/student-success-centre](http://www.ulethbridge.ca/student-success-centre)

**Accessible Learning:** [www.ulethbridge.ca/ross/alc](http://www.ulethbridge.ca/ross/alc)

**Counselling Services:** [www.ulethbridge.ca/counselling](http://www.ulethbridge.ca/counselling)





**Required courses and notes**

**Core Requirements (10 courses)**

- \_\_\_\_\_ 1. Accounting 2100 - Introductory Accounting
- \_\_\_\_\_ 2. Human Resources and Labour Relations 2030 - Introduction to Organizational Behaviour
- \_\_\_\_\_ 3. Human Resources and Labour Relations 3050 - Human Resource Management
- \_\_\_\_\_ 4. Management 3031 - Managing Responsibly in a Global Environment
- \_\_\_\_\_ 5. Management 3062 - Information Systems and Data Analytics
- \_\_\_\_\_ 6. Economics 1010 - Introduction to Microeconomics
- \_\_\_\_\_ 7.-10. Any four 3000 or 4000-level courses from disciplines offered by the Dhillon School of Business (ACCT, AGEM, FINC, HRLR, IGBM, IMG, MGT, and MKTG), which may include either one Management Applied Study or Management Independent Study
  - \_\_\_\_\_ 7. \_\_\_\_\_
  - \_\_\_\_\_ 8. \_\_\_\_\_
  - \_\_\_\_\_ 9. \_\_\_\_\_
  - \_\_\_\_\_ 10. \_\_\_\_\_

**General Requirements**

Students must meet the academic standards, program requirements, and graduation requirements according to the regulations set by the Dhillon School of Business, and as outlined in the Calendar including, but not limited to:

- \_\_\_\_\_ A minimum grade of 'C-' is required in all courses taken towards a Management Certificate.
- \_\_\_\_\_ Successful completion of at least 10 courses (30.0 credit hours) with cumulative and graduation grade point average (GPA) of at least 2.00.
- \_\_\_\_\_ Management Certificate programs are designed to be completed on a part-time studies basis, and many of the certificate courses have prerequisite, corequisite, and/or recommended background requirements that are above and beyond the 10 courses in the program. As a result, completion of this program will take more than one year of study. All certificate requirements must be completed within 5 years after acceptance into the Dhillon School of Business.
- \_\_\_\_\_ Residence Requirement: Students must complete at least 5 courses towards the Management Certificate at the University of Lethbridge.



## Recommended Course Sequence

Shown below is the recommended sequence of courses for your degree. Consult timetables for course offerings, prerequisites, and corequisites before registering each term as some courses may have limited offerings (ie. once a year, alternating years, or only offered in the Fall or Winter terms). Consult with an Academic Advisor in your faculty if you wish to alter this sequence with regard to the specifically listed courses.

**Note that this sequence was prepared based on course scheduling at the time of publication and may change during your studies.**

### Term 1

- Economics 1010
- <sup>1</sup> Management 1500
- Human Resources and Labour Relations 2030
- <sup>1</sup> One of: Writing 1000 or English 1900

### Term 2

- Accounting 2100
- Management 3031
- Human Resources and Labour Relations 3050
- <sup>2</sup> Dhillon School of Business 3000/4000 level

### Term 3

- Management 3062
- <sup>2</sup> Dhillon School of Business 3000/4000 level
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1. This prerequisite is required above and beyond the 10 courses in the program.
2. Dhillon School of Business courses have the following subject codes: ACCT, AGEM, FINC, HRLR, IGBM, IMGT, MGT, and MKTG.

## Final Program Check

Request a Final Program Check at [www.ulethbridge.ca/dhillon/final-program-check](http://www.ulethbridge.ca/dhillon/final-program-check) by December 1 (April completers) or by April 1 (June, August, & December completers) and after registering in your final term.

Program requirements with _____ (majors, minors, concentrations)	
<input type="checkbox"/> will be met upon successful completion of _____ currently enrolled courses	<input type="checkbox"/> have been met
U of L GPA: _____ Grad GPA: _____ Co-op: _____ Honours Thesis: _____	
Advisor: _____ Date: _____	Advisor: _____ Date: _____