

Municipal Administration Specialty

Business Diploma
School of Business

**SASKATCHEWAN
POLYTECHNIC**

Tomorrow
in the making



Curriculum

#1: Focused Skillset

- Human resources and labor relations in a municipality
- Municipal laws, ordinances, and protocols for municipal affairs
- Communicating with constituents
- Professionalism & interpersonal skills, and project management skills
- Accounting, tax laws, managing public utilities, and risk management

#2: Developed with Industry Feedback

- SUMA, SARM, CAMA, and the Government of Saskatchewan
- Opportunities for future engagement

#3: Hands-on: learn by doing

- Real-life projects included in courses
- **Connect with us on your projects!**

Semester 1

Code	Name/Description	Credits	
ACCT 122	Introductory Financial Accounting 1	5	▼
ADMN 220	Organizational Behaviour	4	▼
BCOM 105	Business Communications	4	▼
BUS 104	Introduction to Business	4	▼
COMP 120	Business Solution Software	4	▼
ECON 120	Microeconomics	4	▼

Total semester credits: 25



Semester 2

Code	Name/Description	Credits	
HR 120	Introduction to Human Resource Management	4	▼
LAW 220	Commercial Law	4	▼
MATH 139	Business Mathematics	4	▼
MKTG 120	Marketing	4	▼
			Total semester credits: 16

Semester 2 Electives (1 of 2)

Code	Name/Description	Credits	
ACCT 125	Introductory Financial Accounting 2	5	▼
ACCT 225	Managerial Accounting	5	▼

Semester 2 Electives (1 of 4)

Code	Name/Description	Credits	
ACCT 136	Automated Accounting	4	▼
FIN 100	Personal Finance	4	▼
INS 100	Principles and Practices of Insurance	4	▼
MGMT 108	Introduction to Sport Management	4	▼

Municipal Administration Sem 3

Code	Name/Description	Credits	
ACCT 203	Introductory Municipal Accounting and Finance	3	▼
ADMN 206	Leadership Development	4	▼
ADMN 213	Introduction to Municipal Administration	3	▼
COMM 203	Strategic Communication for Municipalities	4	▼
IPSK 201	Professionalism within Municipal Administration	3	▼
MGMT 214	Project Management	4	▼
MUNI 200	Municipal Structures and Governance	4	▼

Total semester credits: 25

Municipal Administration Sem 4

Code	Name/Description	Credits	
ACCT 204	Municipal Accounting and Finance	3	▼
ACCT 205	Asset Management	4	▼
ADMN 255	Conflict Management	4	▼
HR 203	Human and Labour Relations in Municipalities	3	▼
MGMT 209	Strategic Management	4	▼
MUNI 201	Municipal Administration	4	▼
MUNI 202	Municipal Legislation	3	▼
		Total semester credits: 25	

Flexible Delivery

- Online, night class, multiple locations for Business Certificate
- Second year - online
- Working on Transfer Credit Agreements – U of S, U of R, & more

CONNECT WITH US

- **Join our Program Advisory Committee**
- **Be a Subject Matter Expert for course development**
- **Have students help you with in-class projects**

Program Head

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Academic Chair

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