

Appendix

TABLE 1
Education Requirement: Advanced Certificate - Level 1

The Education Requirements for the **Advanced Certificate - Level 1** can be met by providing to the Board of Examiners (the Board) evidence of completion (an official transcript) of your Professional Development Program. The Professional Development Program requires that individuals complete at least the equivalent of 21 credit hours of university level course work that meet the requirements of the Core and Elective categories below.

CORE LEVEL

The core level must consist of at least twelve credit hours of courses chosen from the topic areas of Management and Administration. Normally, this would mean four university courses of three credit hours each, or eight other courses of one and one-half hours each, or a combination totalling at least twelve credit hours.

ELECTIVE LEVEL

The elective level consists of a minimum of nine credit hours from at least two of the topics listed below as "Management and Administration Courses" or "Other Courses". Normally, this would mean three university courses of three credit hours each, or six other courses of one and one-half hours each, or a combination totalling at least nine credit hours.

MANAGEMENT & ADMINISTRATION COURSES (CORE)	
General Management	Introductory courses in administration, management theory, organization theory, organizational behaviour, management communications, etc
Financial Management	Introductory or intermediate courses in financial accounting, management accounting, public or managerial finance, etc
Human Resource Management	Introductory courses in personnel administration, human resource management, industrial relations, etc
Public Administration	Introductory courses in public sector management, local government theory, resource allocation, fiscal planning, etc
OTHER COURSES (ELECTIVES)	
Computer Science	Introductory courses in computer science, problem solving, applications programs, systems analysis, etc
Social Science	Introductory courses in economics, political science, sociology, psychology, etc
Community Development	Any of the required or elective courses contained within the Certificate of Community Development Program offered at the University of Regina
Public Relations	Any of the required or elective courses contained within the Certificate of Public Relations Program offered at the University of Regina
Commerce	Any of the required or elective courses contained within the College of Commerce Program offered at the University of Saskatchewan
Law	Any of the required or elective courses contained within the College of Law Program offered at the University of Saskatchewan
Advanced courses	Intermediate or advanced courses in one of the subject categories of the core or elective levels
Special classes	Other courses, whose content is related to local government administration, may be accepted at the discretion of the Board of Examiners

Individuals working toward these educational requirements are encouraged to contact the Board of Examiner's Secretary of the Urban Municipal Administrators Association of Saskatchewan for information.

Questions regarding "equivalent educational courses" shall be referred to the University of Regina, University Extension

Appendix

TABLE 2
Education Requirement: Advanced Certificate – Level 2

The Education Requirements for the **Advanced Certificate - Level 2** can be met by providing to the Board evidence of completion (an official transcript) of your Professional Development Program. The Professional Development Program requires that individuals complete at least the equivalent of 36 credit hours of university level course work that meet the requirements of the Core and Elective categories below.

- The credit hours required for this certificate will include those that were achieved to obtain the Advanced Certificate – Level 1
- A person who obtained the Advanced Certificate – Level 1 pursuant to the transition clause will be required to complete 36 credit hours to qualify for this certificate

CORE LEVEL

The core level must consist of at least eighteen credit hours of courses chosen from the topic areas of Management and Administration.

ELECTIVE LEVEL

The elective level consists of a minimum of 18 credit hours from at least two of the topics listed below as “Management and Administration Courses” or “Other Courses”.

MANAGEMENT & ADMINISTRATION COURSES (CORE)	
General Management	Introductory courses in administration, management theory, organization theory, organizational behavior, management communications, etc
Financial Management	Introductory or intermediate courses in financial accounting, management accounting, public or managerial finance, etc
Human Resource Management	Introductory courses in personnel administration, human resource management, industrial relations, etc
Public Administration	Introductory courses in public sector management, local government theory, resource allocation, fiscal planning, etc
OTHER COURSES (ELECTIVES)	
Computer Science	Introductory courses in computer science, problem solving, applications programs, systems analysis, etc
Social Science	Introductory courses in economics, political science, sociology, psychology, etc
Community Development	Any of the required or elective courses contained within the Certificate of Community Development Program offered at the University of Regina
Public Relations	Any of the required or elective courses contained within the Certificate of Public Relations Program offered at the University of Regina
Commerce	Any of the required or elective courses contained within the College of Commerce Program offered at the University of Saskatchewan
Law	Any of the required or elective courses contained within the College of Law Program offered at the University of Saskatchewan
Advanced courses	Intermediate or advanced courses in one of the subject categories of the core or elective levels
Special classes	Other courses, whose content is related to local government administration, may be accepted at the discretion of the Board of Examiners

Individuals working toward these educational requirements are encouraged to contact the Board of Examiner’s Secretary of the Urban Municipal Administrators Association of Saskatchewan for information.

Questions regarding “equivalent educational courses” shall be referred to the University of Regina, University Extension

Schedule of Approved Courses

Institute	Course Code	Course Name	Credit Hours	Level
Certified General Accountants				
	AT1	Accounting Theory 1	3	Core
	AU1	Auditing 1	3	Core
	AU2	Auditing 2		
	CM1	Communications 1	3	Core
	CTS	Computer Tutorials	3	Core
	EM1	Economics 1	6	Core
	FA1	Financial Accounting 1	3	Core
	FA2	Financial Accounting 2	3	Core
	FA3	Financial Accounting 3	3	Core
	FA4	Financial Accounting 4		
	FN1	Finance 1	6	Core
	FN2	Finance 2		
	LW1	Law 1	3	Core
	MA1	Management Accounting 1	6	Core
	MA2	Management Accounting 2	3	Core
	MS1	Management Information Systems 1	3	Core
	MU1	Management Auditing 1		
	P/S	Public Speaking		
	PA1	Professional Applications		
	QU1	Quantitative Methods 1	3	Core
	QU2	Quantitative Methods 2		
	TX1	Taxation 1	3	Core
	TX2	Taxation 2		
Certified Management Accountants				
	111	Introductory Accounting	3	Core
	115	Business Mathematics	3	Core
	122	Commercial Law	3	Core
	123	Organizational Behaviour	3	Core
	212	Economics	3	Core
	213	Communications & Case Analysis	3	Core
	221	Intermediate Accounting I	3	Core
	232	Quantitative Methods I	3	Core
	314	Data Processing	3	Core
	331	Cost & Management Accounting	3	Core
	333	Quantitative Methods II	3	Core
	424	Taxation	3	Core
	442	Financial Management	3	Core
	451	Accounting Information Systems	3	Core
	452	Internal Auditing	3	Core
	541	Advanced Management Accounting	3	Core
	543	Advanced Financial Accounting	3	Core
University of Regina: Dept. of Extension Credit Studies Division				
		Certificate in Local Government Authority	6 12	Core
		- LG-14 LG 200 – Introduction to Local Government Authority		
		- LG-15 LG 202 – Local Government Legislation and Statute Law		
		- LG-24 LG 204 – Basic Accounting Practices		
		- LG-25 LG 206 – Local Government Accounting		
All LGA courses are now 3 credit hours				

University of Athabasca

ORGB-327	Leadership in Organizations	3	Elective
ORGB-386	Introduction to Human Resource Management	3	Core
ORGB-387	Strategic Human Resources Management	3	Elective
IDRL-312	Industrial Relations: A Critical Introduction	3	Core
IDRL-320	Labour Relations and the Law	3	Core
IDRL-304	Rights at Work: Grievance Arbitration	3	Elective
IDRL-305	Collective Bargaining	3	Elective
HIST-336	History of Canadian Labour	6	Elective
IDRL-201	Labour Unions	3	Elective

Accounting exceptions: 251, 252	3	Core
Administration	3	Core
Communications	3	Core
Communication Studies	3	Core
Computers & Management Information Systems	3	Elective
Computer Science and Information Systems	3	Elective
Economics	3	Elective
Educational Psychology	3	Elective
Human Services	3	Elective
Industrial Relations	3	Elective
Information Systems	3	Elective
Labour Studies	3	Core
Legal Studies	3	Elective
Management Science	3	Core
Mathematics	3	Elective
Native Studies	3	Elective
Organizational Behaviour	3	Core
Philosophy	3	Elective
Political Economy	3	Elective
Political Science	3	Elective
Psychology	3	Elective
Public Administration	3	Core
Sociology	3	Elective
Sociology / Anthropology	3	Elective
Taxation	3	Elective

University of Regina

CA-21	Organizational Behaviour I	1.5	Core
CA-22	Organizational Behaviour II	1.5	Core
BUS-260	Introduction to Organizational Behaviour	3	Core
BUS-205	Management Communications	3	Core
BUS-302	Small Business Management	3	Core
BUS-306	Ethical Issues in Business	3	Core
BUS-307	Business Law	3	Core
CA-24	Financial Accounting I	1.5	Core
CA-25	Financial Accounting II	1.5	Core
BUS-285	Introduction to Financial Accounting	3	Core
BUS-288	Introduction to Managerial Accounting	3	Core
BUS-384	Introduction to Taxation for Business Decisions	3	Core
BUS-385	Intermediate Financial Accounting I	3	Core
BUS-386	Auditing Theory and Application	3	Core
BUS-387	Intermediate Financial Accounting II	3	Core
BUS-388	Cost Accounting	3	Core
BUS-395	Finance: Theory and Applications	3	Core
BUS-498	Capital Markets and Financial Institutions	3	Core
BUS-250	Introduction to Human Resources Management and Industrial	3	Core

	Relations		
BUS-355	Introduction to Industrial Relations	3	Core
ADMN-341	Public Sector Management in Canada	3	Core
ADMN-203	Comparative Management in an Indian Setting	3	Core
ADMN-220	Introduction to First Nations Administration	3	Core
ADMN-225	First Nation Economic Development	3	Core
ADMN-228	First Nation Public Administration in Canada	3	Core
ADMN-275	Operations Management	3	Core
ADMN-290	Introduction to Finance	3	Core
ADMN-320	Planning in First Nations Public Sector Organizations	3	Core
ADMN-328	Advanced First Nations Public Administrations	3	Core
ADMN-340	Government Finance	3	Core
CS-100	Introduction to Computers	3	Elective
CS-110	Programming and Problem Solving for Natural Sciences	3	Elective
CS-109	Programming and Problem Solving for Engineering	3	Elective
CS-201	Introduction to Digital Systems	3	Elective
CS-210	Data Structures and Abstractions	3	Elective
CS-215	Web oriented programming	3	Elective
CS-250	Elements of Computer Hardware and Software	3	Elective
CS-270	Management Information Systems	3	Elective
CS-330	Introduction to Operating Systems	3	Elective
ECON-100	Introduction to Economic Issues	3	Elective
ECON-201	Introduction to Microeconomics	3	Elective
ECON-202	Introductory Macroeconomics	3	Elective
ECON-211	Development Economics	3	Elective
ECON-232	Government and the Economy	3	Elective
ECON-235	International Economic Institutions	3	Elective
ECON-301	Intermediate Microeconomics	3	Elective
ECON-302	Intermediate Macroeconomics	3	Elective
ECON-311	Economics of Developing Countries	3	Elective
ECON-331	Monetary Theory and Domestic Financial Markets	3	Elective
ECON-332	Issues in Government Economics	3	Elective
ECON-351	Cost-Benefit Analysis	3	Elective
ECON-353	Health Economics	3	Elective
ECON-354	Economics of Cities	3	Elective
ECON-361	Economics of Public Enterprise and Regulation	3	Elective
ECON-372	Natural Resource Management on the Prairies	3	Elective
PSCI-100	Introduction to Political Science	3	Elective
PSCI-310	Ancient Political Thought	3	Elective
PSCI-311	Early Modern Political Theory	3	Elective
PSCI-325	Political Participation in Comparative Perspective	3	Elective
PSCI-334	Canadian Politics and the Charter of Rights	3	Elective
PSCI-240	World Politics	3	Elective
PSCI-342	International Diplomacy and the United Nations System	3	Elective
PSCI-344	Political Economy of Development and Underdevelopment	3	Elective
PSCI-311	Early Modern Political Theory	3	Elective
PSCI-321	American Politics	3	Elective
PSCI-331	Canadian Federalism	3	Elective
PSCI-334	Canadian Politics and the Charter of Rights	3	Elective
PSCI-336	Canadian Labour in Politics	3	Elective
PSCI-337	Women and Politics	3	Elective
PSCI-338	Aboriginal People and Politics	3	Elective
PSCI-439	The Politics of Health	3	Elective
PSCI-340	Topics in International Law	3	Elective
PSCI-341	Canadian Foreign Policy	3	Elective
PSCI-350	Electoral Systems and Voting	3	Elective

SOC-100	Introduction to Sociology	3	Elective
SOC-201	Globalization and Development	3	Elective
SOC-202	Cities and City Life	3	Elective
SOC-203	Canadian Society	3	Elective
SOC-205	Contemporary Social Issues	3	Elective
SOC-208	Inequality and Social Justice	3	Elective
SOC-207	The "Nature/Nurture" Controversy	3	Elective
SOC-209	Religion and Society	3	Elective
SOC-210	Social Structure and Personality	3	Elective
SOC-211	Multiculturalism	3	Elective
SOC-212	Gender	3	Elective
SOC-213	Families	3	Elective
SOC-215	The Sociology of Crime and Criminal Justice	3	Elective
SOC-217	Rural Societies	3	Elective
SOC-222	The Sociology of Health	3	Elective
SOC-290	Models of Social Thinking	3	Elective
SOC-300	Issues in Social Policy	3	Elective
SOC-302	Issues in Modern Sociology	3	Elective
SOC-306	Great Social Thinkers	3	Elective
SOC-307	Sociology of Knowledge	3	Elective
SOC-308	Issues of Power and Justice	3	Elective
SOC-209	Religion and Society	3	Elective
SOC-310	Sociology of Work	3	Elective
SOC-312	Studies in Feminism	3	Elective
SOC-314	The Sociology of Underdevelopment	3	Elective
SOC-315	Case Studies and Issues in Crime and Justice	3	Elective
SOC-318	Classical Social Theory	3	Elective
SOC-319	Contemporary Social Theories	3	Elective
SOC-325	Science and Technology	3	Elective
PSYC-101	Introductory to Psychology A	3	Elective
PSYC-204	Research Methods in Psychology	3	Elective
PSYC-210	Developmental Psychology	3	Elective
PSYC-220	Social Psychology	3	Elective
PSYC-230	Perspectives on Personality	3	Elective
PSYC-255	Biological Foundations of Behaviour	3	Elective
PSYC-270	Human Information Processing	3	Elective
PSYC-305	Statistics in Psychology	3	Elective
PSYC-310	Child Psychology	3	Elective
PSYC-311	Adolescent Psychology	3	Elective
PSYC-415	AA-ZZ Selected Topics in Developmental Psychology	3	Elective
PSYC-330	Psychology of Women	3	Elective
PSYC-333	Abnormal Psychology	3	Elective
PSYC-335	Psychology of Individual Behaviour and Interpersonal Relations	3	Elective
PSYC-336	Humanistic Psychology	3	Elective
PSYC-337	Psychodynamic Psychology	3	Elective
PSYC-338	Motivation and Emotion	3	Elective
PSYC-355	Brain Mechanisms and Behaviour	3	Elective
PSYC-356	Human Neuropsychology	3	Elective
PSYC-371	Learning	3	Elective
PSYC-372	Memory	3	Elective
PSYC-374	Psycholinguistics	3	Elective
PSYC-375	Perception	3	Elective
PSYC-381	The Psychology of Belief Systems	3	Elective
AE-19	Essentials of Writing and Research	1.5	Elective
AE-20	Organizational Communications	1.5	Elective

PR-30	Foundations of Public Relations	1.5	Elective
PR-31	Writing and Editing	1.5	Elective
PR-32	Effective Communications Planning	1.5	Elective
PR-33	Communications Techniques	1.5	Elective
PR-35	Public Relations in Non-Profit and Volunteer Organizations	1.5	Elective
PR-36	Advanced Writing and Editing	1.5	Elective
PR-37	Research and Evaluation Methods	1.5	Elective
PR-38	Ethical / Critical Issues in Public Relations	1.5	Elective
PR-39	Media Relations	1.5	Elective

University of Saskatchewan - College of Arts & Sciences and Commerce

ACCT 120.3	Introduction to Financial Accounting	3	Core
ACCT 230.3	Introduction to Managerial Accounting	3	Core
BUSLW 111.3	Introduction to Business Law	3	Core
COMM 105	Introduction to Organizational Behaviour	3	Core
COMM 202	NO LONGER OFFERED – NOW COMM 105	3	Core
COMM 203	Introduction to Finance	3	Core
COMM 205	Introduction to Operations Management	3	Core
COMM 206	NO LONGER OFFERED – Employment and IR	3	Core
COMM 210	Introduction to Management Accounting	3	Core
COMM 211	Human Resource Management	3	Core
COMM 306	Business Decision Making II	3	Core
COMM 386	NO LONGER OFFERED – Human Resource Mgt.	3	Core
FIN 260	Managerial Finance	3	Core
HRM 243	Human Resource Management	3	Core
IR 281	Introduction to Industrial Relations	3	Core
OB 243	Introduction to Organizational Behaviour	3	Core
POM 391	Production and Operations Management	3	Core
ECON ***	Economics: All	3	Elective
BSCOM 100.3	Business Communication	3	Elective
GEOG 113.3	Introduction to Economic Geography	3	Elective
GEOG 204.3	Geography of the Prairie Region	3	Elective
GEOG 215.3	Human Geography and Global Change	3	Elective
GEOG 219.3	Introduction to Business Geography	3	Elective
GEOG 241.3	Population Geography	3	Elective
GEOG 246.3	Urban Community Planning	3	Elective
GEOG 247.3	Community Planning in Canada	3	Elective
GEOG 249.3	Introduction to Urban Geography: Urban Systems	3	Elective
GEOG 319.3	Location Theory	3	Elective
GEOG 322.3	Introduction to Geographic Information Systems	3	Elective
GEOG 343.3	Legal Issues for Urban Studies and Planning	3	Elective
GEOG 346.3	Introduction to Urban Design	3	Elective
GEOG 349.3	Intermediate Urban Geography: Internal Structure of the City	3	Elective
GEOG 419.3	Locational Analysis	3	Elective
GEOG 442.3	Advanced Land Use Planning	3	Elective
GEOG 446.3	Advanced Urban Design	3	Elective
GEOG 449.3	Advanced Urban Geography	3	Elective

HIST 252.3	Canadian Political History	3	Elective
HIST 254.3	Canadian Political History, 1900 - Present	3	Elective
HIST 257.3	History of Canadian Prairies to 1911	3	Elective
HIST 258.3	History of Canadian Prairies in the 20th Century	3	Elective
HIST 264.3	Introduction to the History of Indian-White Relations to 1880	3	Elective
HIST 265.3	Introduction to the History of Indian-White Relations, 1880 - Present	3	Elective
PHIL 110.6	Introduction to Philosophy	3	Elective
PHIL 133.3	Introduction to Ethics and Values	3	Elective
PHIL 140.3	Critical Thinking	3	Elective
PHIL 230.3	Introduction to General Ethics	3	Elective
PHIL 233.3	Ethical Theory	3	Elective
PHIL 235.3	Ethical Issues in Business and Professions	3	Elective
PHIL 333.3	Ethical Studies	3	Elective
POLST ***.*	Political Studies All	3	Elective

SIAST – All Campuses

ADMIN 255	Managing Conflict in the Workplace	3	Core
FIN 220	Finance	3	Core
LAW 220	Commercial Law	3	Core
OB 10.14	Introduction to Organizational Behaviour	3	Core
OB 12.34	Intro to OB	3	Core
OB 12.44	Intro to OB	3	Core
OB 14.34	Intro to OB	3	Core
OB 16.34	Intro to OB	3	Core

University of Alberta
Faculty of Extension
Local Authority Administration

NACLAA – Level I

Core Courses:

EXLGP 8200 Local Government
EXLGP 8201 Public Administration Professionalism
EXLGP 8202 Municipal Law I
EXLGP 8203 Organizational Behaviour and Leadership
EXLGP 8204 Local Government Finance

Elective Courses:

EXLGP 8206 Local Government Accounting
EXLGP 8207 Financial Management
EXLGP 8208 Property Taxation & Assessment
EXGP 8212 Sustainable Communities
EXGP 8213 Human Resource Management
EXIAPP 8171 Information Access & Protection of Privacy Foundations

NACLAA – Level II

Core Courses:

EXLGP 8205 Organizational Design & Management
EXLGP 8209 Citizen Engagement & Consultation
EXLGP 8210 Municipal Law II
EXLGP 8211 Policy Planning & Program Evaluation