



Business Administration Certificate

Prestigious
Adventurous
Curious
Studious
Ambitious
Ingenuous



EDWARDS
SCHOOL OF BUSINESS
UNIVERSITY OF SASKATCHEWAN

Welcome to the Edwards School of Business

Over the past 100 years, the Edwards School of Business has grown from a small program linked to the professional accounting community to a comprehensive business school. Today, the school provides a business education with deep functional roots in core disciplines of accounting, finance, marketing, management, human resources, and strategy. The Edwards School believes that effective decision making requires key professional competencies of communications and leadership within a framework of ethics and social responsibility.

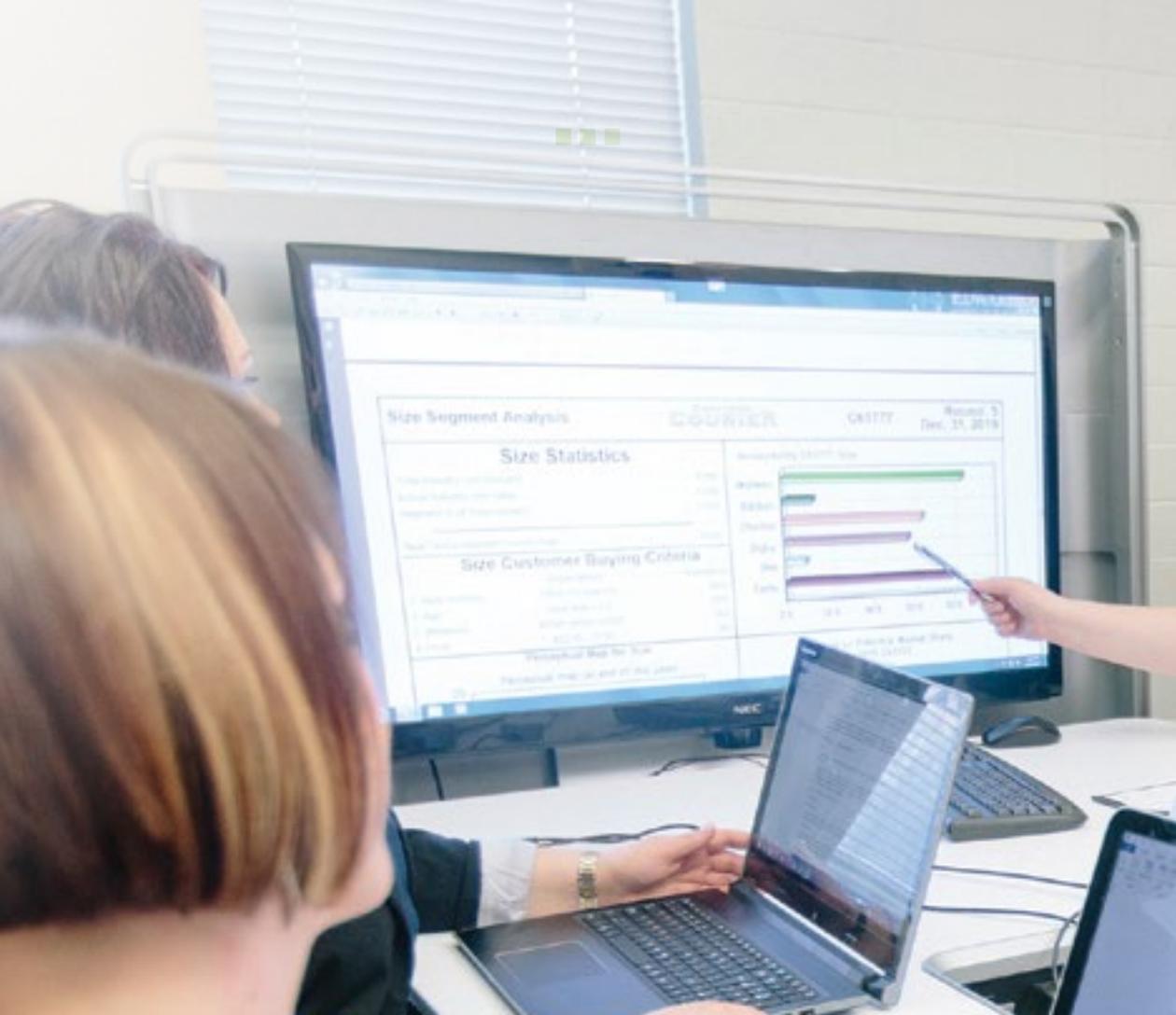
An education that fits your schedule

The Business Administration Certificate (BAC) is an eight-course business management program that allows students to expand their understanding of the business environment, marketing, human resources, finance, and other concepts commonly encountered in the business world. Offered through convenient night classes, this part-time program allows the flexibility you require, while delivering the business tools you need to set yourself apart.

A man with dark, curly hair and a goatee, wearing a blue button-down shirt, is seated in a classroom. He is looking off to the side with a thoughtful expression. In the background, a woman with blonde hair and glasses is blurred. The setting appears to be a lecture hall or classroom with wooden desks.

"I bring my work experiences to class and, in turn, I apply what I learn in the program to my job. It has been a great exchange."

- Jay Schafer



- **BAC 11 Introduction to Business**
 Focuses on integrated organizational decision making. Students will examine case studies providing an integrated analysis across the six business disciplines over the four stages of an organizational life-cycle.
- **BAC 14 Business Communications**
 Introduces students to the theory and practice of effective business communication for specific audiences and purposes in a changing business environment.
- **BAC 15 Human Resource Management**
 Introduces students to various concepts and tools that will assist in understanding behaviour and enhancing effectiveness in organizations at individual, group and organization-wide levels.
- **BAC 16 Financial Information for Decision Making**
 Examines the use of financial information for decision making. Topics include: management of working capital, financial decisions involving intermediate and long-term financing, and capital budgeting.

NOTE: BAC 11 must be the first class taken as it is a prerequisite for all other classes. It may be taken concurrently with BAC 14, 15, or 16. The Capstone class, BAC 38, may only be taken after all other classes have been completed. It may not be taken concurrently with any other class in the BAC program.

BAC program courses



■ BAC 25 Managerial Marketing

Examines the development of marketing strategy, product policy, distribution channels, management of personal selling, promotion policy, pricing policy, and market planning.

■ BAC 37 Business Decision Making

Introduces students to strategic management frameworks for analysis that will assist them in understanding the impact that external policies have upon organizational decision making.

■ BAC 38 Business Strategy (Capstone)

Focuses on case histories in policy formulation designed to expose the student to a wide range of business problems involving the examination of a company's opportunities, competencies, aspirations, and responsibilities.

*FREE ELECTIVE - CHOOSE FROM:

■ BAC 28 Organizational Behaviour

Core topics in: Organizational structure, job design, motivation, understanding individual behaviour, working in groups, leadership, power, and organizational change.

■ BAC 29 Business Law

Provides students with an understanding of the nature of the legal process; the role of the courts and various administrative tribunals in the administration of justice; and the basic rights and obligations of individuals and firms in contract and tort.

A man in a blue short-sleeved button-down shirt is shown in profile, looking towards a woman on the right. The woman has long blonde hair and is wearing a dark blue top under a grey and white striped cardigan. She is laughing heartily. The background is a bright, out-of-focus indoor space, possibly a university hallway or office.

Admission criteria

BAC applications are assessed on a case-by-case basis. A grade 12 standing (or equivalent) is required for admission. Applicants who do not meet these requirements may apply for conditional admission into the program on the basis of prior business experience. For those who may want to eventually pursue a business degree, the majority of BAC courses are fully transferable to the Edwards B.Comm. degree program. In such cases, students are responsible to ensure that they meet undergraduate admission requirements, and must undergo the undergraduate degree program application process.



International students

This program is only open to students currently residing in Canada.

Distance students

There are currently no distance/correspondence options for BAC classes. The Edwards School of Business is working to offer BAC classes using alternative modes of delivery in the future.



"The expectations are set for working people, not for full-time students. Most of us in the program work full-time and have families and the instructors are very understanding of that." - Patti Wasylciw



Planning your program

The BAC program offers flexible program planning to fit your schedule. Fall (Term 1) and winter (Term 2) classes are offered once per week on either Monday or Wednesday evenings. Spring session classes are offered two evenings per week and take place either Monday/Wednesday or Tuesday/Thursday. It is important to note that some classes are only offered in one term per academic year.

The BAC program was designed to be taken over four years, completing one class per term. However, it is possible to accelerate your program by taking two classes per term (one on Monday evening and another on Wednesday evening) as well as Spring courses. At an accelerated pace, the BAC program can be completed in as little as two years.

If you have program planning questions or require assistance in putting together a program plan, you may book an advising appointment. In person or telephone appointments are available. You may book an advising appointment by calling 306.966.4785 or emailing: bac@edwards.usask.ca



Tuition, fees, and textbooks

Tuition and Student Fees

Program tuition fees are assessed by the University of Saskatchewan in May of each year. Tuition fees are charged on a per-course basis each term. Certificate students are responsible for ensuring timely payment of tuition and fees each semester in which they are registered for classes.

All certificate students must pay student fees. These fees are subject to review and revision at any time and they are non-refundable after the add/drop deadline for a given term. For current tuition and fee rates, please visit

<https://students.usask.ca/money/tuition.php>

Textbooks

Textbook costs can vary depending on the requirements of each course. Generally students should expect to budget between \$100 and \$200 per class for texts and materials.

How to apply

To apply for the BAC program, please fill out the application form at:

explore.usask.ca/admissions

If you have previously taken any courses with the University of Saskatchewan, you will apply in PAWS and you are exempt from paying the application fee.

Deadlines

BAC applicants may choose to start the program in either September (Term 1) or January (Term 2). The application deadlines are as follows:

Fall: September start - August 1

Winter: January start - December 1

"The BAC program has given me the tools and knowledge to not only succeed in business but, most importantly, in life."

- Christina Germann





The Edwards School develops business professionals to build nations.

The Edwards School of Business creates opportunities for dynamic learning and critical thinking. We are grounded in our values of authenticity and integrity. We embrace the teacher-scholar model, and deliver our mission through faculty with strong academic and professional expertise. Our culture celebrates diversity and embraces pluralism. We engage our stakeholders to build value in their communities.



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