

Full-Time or Part-Time 2023 - 2024

PROGRAM LENGTH: 9 months (30 instructional weeks)

BRIEF DESCRIPTION: Have you always dreamed of owning or managing your own business? Perhaps you want to work in an administrative role in accounting, marketing, or human resources? The Business Administration certificate program will open up many opportunities for careers in the world of business. This one-year program will help you develop the skills and knowledge needed to be successful in business. You will study microeconomics, marketing principles, computer applications, business plans, and proposals. You will gain bookkeeping and interpersonal communication skills. Graduates are prepared to enter the workforce or continue their education by transferring to Northern Lakes College's Human Resource Management Diploma or Accounting Diploma Program. Provincial Business Administration Pathways Incoming transfer students might be eligible for the provincial Business Administration pathway if you have completed Business Administration coursework at Bow Valley College, Grande Prairie Regional College, Keyano College, Lakeland College, MacEwan University, Medicine Hat College, NAIT, Norquest College, Olds College, Portage College, Red Deer College, SAIT, or Athabasca University in the last five years. Please contact the Business Programs Coordinator for more information. This program is supported in a Windows environment and uses Microsoft software and programs. Dual-credit opportunities are available for this program.

EMPLOYMENT OPPORTUNITIES: Graduates of this program have gained successful employment with a variety of businesses, government and community organizations (e.g., financial disbursements clerk, accounts receivable clerk, cashier shift supervisor, payroll clerk, and office administrator).

PROGRAM OF STUDY: Term 1:	ACCT1110	Introductory Accounting
	COMP1010	Introduction to Computer Applications
	ENGL1110	Business Communications
	MGMT1110	Business Math
	ECON1010	Microeconomics
Term 2:	MGMT1050	Business Law
	MGMT1310	Marketing
	ACCT1107	Accounting II
	ECON1110	Macroeconomics
	MGMT1220	Organizational Behavior
Term 3:	MGMT0100	Business Employment Practicum (Optional)

TRANSFERABILITY: Refer to Alberta Council on Admissions and Transfer (ACAT).

PROGRAM DELIVERY: This program uses a supported distance learning model. This includes regularly scheduled classes and/or tutorial sessions using Collaborate and D2L Brightspace, self-directed study, and an optional practicum placement. Attendance in live classes is encouraged, but not mandatory. Students can access a campus for additional supports. This program is supported in a Windows® environment and uses Microsoft® software and programs. To learn more about Collaborate and to experience using it, check out this guide: <https://archive.northernlakescollege.ca/Documents/Collaborate-Guide-for-Students-at-NLC.pdf>. To learn more about Brightspace and to experience using it, check out this guide: <https://www.northernlakescollege.ca/public/download/files/101449>

ADMISSION REQUIREMENTS:

Academic Requirements:

- Credit in English 30-1, or 60% in English 30-2 or ENGL0190
 - Credit in Pure Math 30, Applied Math 30, Math 30-1, Math 30-2, or 60% in Math 30-3. Equivalent English and Math courses will also be considered.
 - Applicants without the academic requirements will be considered if they satisfactorily complete an ACCUPLACER assessment
- Other Requirements:** Fluency in English

COST ESTIMATES: **Note: All fees are subject to change.**

Full-time Students

	Term 1	Term 2	Term 3-Optional	Inc. Optional Total	Without Optional Total
Tuition	\$2,280.00	\$ 2,280.00	\$ 608.00	\$5,168.00	\$4,560.00
Technology Fee (PT \$65.00)	\$ 130.00	\$ 130.00	\$ 130.00	\$ 390.00	\$ 260.00
Student Association Fee	\$ 172.50	\$ 172.50	\$ 46.00	\$ 391.00	\$ 345.00
TOTAL ESTIMATED COSTS:	\$2,582.50	\$2,582.50	\$ 784.00	\$5,949.00	\$5,165.00

PROGRAM OFFERINGS: Any location

	Program Dates	Application Deadline	Payment Deadline
Term 1:	September 5– December 15, 2023	August 5, 2023	August 22, 2023
Term 2:	January 4 – April 25, 2024	December 4, 2023	December 21, 2023
Term 3:	May 1 – June 25, 2024	April 1, 2024	April 17, 2024

Orientation for the program will occur via NLC Live Online at a local campus or from any location, date **TBD**.

APPLICATION PROCESS:

- **APPLICATION:** Complete and submit the Northern Lakes College application (on the college website - follow: <https://www.northernlakescollege.ca/apply-now/program-applications>. Applications may also be submitted directly through Apply Alberta www.ApplyAlberta.ca.
- **TRANSCRIPTS:** Provide official high school and/or post-secondary transcripts. These must be forwarded directly to Northern Lakes College, Admissions Services, from the granting institution (there may be a charge for this). Applicants applying through Apply Alberta may have transcripts submitted directly from participating institutions at no charge. When transcripts are received at NLC, they are reviewed to determine if the academic requirements for admission to the program are met.
- **ACADEMIC SKILLS APPRAISAL:** If transcripts are not available or do not show the academic requirements, applicants may complete the Academic Skills Appraisal for the English or Math (or both) requirement. The College uses ACCUPLACER to assist in planning for course of studies.
- **ACCEPTANCE:** Applicants who meet the academic requirements will be accepted and offered a space in the next available offering of the program. In some cases, the spaces may be full and accepted applicants will be placed on a waitlist. These applicants will be accepted in the order of 'first qualified, first served.' Applicants will receive a letter informing them of their acceptance status.
- **REGISTRATION & COMMITMENT FEE:** Accepted applicants in all career programs will be required to complete enrollment forms (to follow at a later date). This registration includes a \$100.00 (full-time) or \$75.00 (part-time) commitment fee deposit. ***This fee is non-refundable and will be applied to your tuition within the academic year.*** Payment in full will be required a minimum of 2 weeks prior to the program start date.
- **FUNDING:** Applicants are encouraged to check into funding options early (a minimum of 2 months prior to program start date) and are responsible for forwarding any sponsorship letters to Admissions as soon as possible. Specific awards related to this program include: CCEC Partnership Bursary, Roland Gladue Memorial Scholarship, TransCanada Partnership Award. Please visit the NLC website: Financial Aid, Scholarships and Funding page to learn more. <https://www.northernlakescollege.ca/future-students/financial-aid-scholarships-and-funding>
- **ORIENTATION:** Before the start date of the program, accepted applicants will receive information about orientation dates, times, locations and other information to assist them in planning. Students must attend orientation at one of the specified dates and locations.

CONTACT INFORMATION:

For any assistance, questions or concerns, the following college staff are available:

Program Administrator: Chelsey Kinney 1-866-652-3456 ext. 8681

email: kinneyc@northernlakescollege.ca

Questions about program content, course selection/transferability, employment opportunities for the program.

All Other Inquiries: Admissions Services 1-866-652-3456

email: admissions@northernlakescollege.ca

Including general inquiries about College services & programs; student housing, library, facilities