

Part and Full Time 2025 - 2026

PROGRAM LENGTH: 10 months (30 instructional weeks)

BRIEF DESCRIPTION: Unlock Your Business Potential with NLC's Business Administration Certificate Program! Have you always dreamed of owning or managing your own business? Or perhaps you're aiming for a rewarding administrative role in accounting, marketing, or human resources? Our Business Administration certificate program is your gateway to a multitude of career opportunities in the business world. This comprehensive one-year program equips you with the essential skills and knowledge to thrive in business. You'll delve into subjects such as economics, marketing principles, computer applications, business plans, proposals, accounting, and interpersonal communication skills. Graduates are well-prepared to enter the workforce or further their education by transferring to Northern Lakes College's Human Resource Management Diploma. Provincial Business Administration Pathways: If you've completed Business Administration coursework at Bow Valley College, Northwestern Polytechnic, Keyano College, Lakeland College, MacEwan University, Medicine Hat College, NAIT, Norquest College, Olds College, Portage College, Red Deer Polytechnic, SAIT, or Athabasca University within the last five years, you might be eligible for the provincial Business Administration pathway. Please contact the Business Programs Administrator for more information. This program is supported in a Windows environment and utilizes Microsoft software and programs. Additionally, dual-credit opportunities are available.

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, sales, customer service representatives, payroll clerk, and office administrator).

PROGRAM OF STUDY: Term 1:	ACCT1110	Introductory Accounting (3)
	COMP1010	Introduction to Computer Applications (3)
	ENGL1110	Business Communications (3)
	MGMT1110	Business Math (3)
	ECON1010	Microeconomics (3)
Term 2:	MGMT1050	Business Law (3)
	ECON1110	Macroeconomics (3)
	MGMT1220	Organizational Behavior (3)
	MGMT1310	Marketing (3)
	ACCT1107	Accounting II (3)
Term 3:	MGMT0100	Business Employment Practicum (Optional) (4) <i>(offered in all Terms)</i>

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: Fluency in English: **Credit in English 0190 or English 30-1 or 60% in English 30-2.** Credit in Pure Math 30, Applied Math 30, Math 30-1, 30-2 or Math 0190. Equivalent English and Math courses will also be considered. Applicants without the academic requirements will be considered if they satisfactorily complete an ACCUPLACER assessment. If academic requirements are not met, you may complete an ACCUPLACER assessment. Contact accuplacer_exam_scheduling@northernlakescollege.ca to book your ACCUPLACER test or admissions@northernlakescollege.ca for other Accuplacer inquiries.

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

Full-time Students

	Tuition	Student Association (\$13.50/credit)	Technology (\$12.00/credit)	est. TOTAL
Term 1	\$2,730.00	\$202.50	\$180.00	\$3,112.50
Term 2	\$2,730.00	\$202.50	\$180.00	\$3,112.50
Term 3-optional	\$728.00	\$54.00	\$48.00	\$830.00
			TOTAL (w/optional)	\$7,055.00
			TOTAL (core only)	\$6,225.00

PROGRAM OFFERINGS: Any location

Program Offering Dates

Term 1: September 2– December 18, 2025

Term 2: January 2 – April 22, 2026

Term 3: May 1 – June 25, 2026

Orientation for the program will occur via NLC Live Online on September 2, 2025. Orientation letters will be sent to students from the program area.

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 registration forms (to follow at a later date). This registration includes a \$100.00 (domestic student) or \$5,000.00 (international student) Commitment fee deposit. This fee is **non-refundable & non-deferrable** and will be applied to your tuition once the term begins. 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 1-780-849-8681

email: kinneyc@northernlakescollege.ca

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

Other Inquiries:

Admissions Services 1-866-652-3456

email: admissions@northernlakescollege.ca

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