

Part and Full Time 2025 - 2026

PROGRAM LENGTH: 2 years

BRIEF DESCRIPTION: If a management position in an administrative environment is your goal, this diploma program is for you. The Business Administration Management Studies Diploma allows you to specialize in the field of business management. This program is offered on a full or part-time basis. It will help prepare you to excel in various aspects of business operations and management. Business administration has become increasingly complex. The program emphasizes key management concepts such as planning, organizing, leading, and coordinating, while addressing current issues such as business ethics, environmental concerns, and diversity in the workplace. This diploma equips you with the skills to effectively manage and provide leadership in a growing company, ensuring sustainable and strategic growth. Please contact the Business Programs Administrator for more information.

EMPLOYMENT OPPORTUNITIES: Graduates will be able to gain employment within the management departments of private and public sector companies. Job titles include: Management Trainee - Office Manager - Project Coordinator - Marketing Coordinator – Sales Manager - Financial Analyst - Operations Manager - Customer Service Manager

PROGRAM OF STUDY:

Year 1:

Term 1:	ACCT1110	Introductory Accounting (3)
	COMP1010	Introduction to Computer Applications (3)
	ENGL1110	Business Communications (3) (also available Term 3)
	MGMT1110	Business Math (3)
	ECON1010	Microeconomics (3)
Term 2:	MGMT1050	Business Law (3)
	MGMT1310	Marketing (3)
	MGMT1256	Principles of Management (3)
	ECON1110	Macroeconomics (3)
	MGMT1220	Organizational Behavior (3)
Term 3:	ENGL1110	Business Communications (3)

Year 2:

Term 1:	HRMT2115	Introduction to Human Resource Development (3)
	MGMT2110	Financial Managements (3)
	MGMT2120	Entrepreneurship (3)
	MGMT2190	Introduction to Project Management (3)
	MGMT2430	Management Information Systems (3)
Term 2:	MGMT2510	Global Business Management (3)
	MGMT2520	Supply Chain Management (3)
	MGMT2540	Indigenous Administration, Relations, and Economic Development (3)
	MGMT2560	Strategic Management (3)
	MGMT2580	Operations Management (3)
Term 3:	MGMT2000	Business Administration – Management Studies Practicum (4) (available all terms)

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 Math 0190 or Pure Math 30, Applied Math 30, Math 30-1, or Math 30-2. Equivalent English and Math courses will also be considered. Optional: an Alberta Journeyperson Certificate. Successful completion of 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.

YEAR 1 (Core and Optional)

Tuition	\$6,006.00
Technology Fee	\$ 396.00
Student Association fee	\$ 445.50
TOTAL ESTIMATED COSTS:	\$6,847.50

YEAR 2 (Core and Optional)

Tuition	\$6,188.00
Technology Fee	\$ 408.00
Student Association Fee	\$ 459.00
TOTAL ESTIMATED COSTS:	\$7,055.00

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