

**NORTHERN LIGHTS COLLEGE
REGISTRAR'S OFFICE
PROGRAM INFORMATION AND COMPLETION GUIDE**

Program Name: Business Management
Credential/Certification: Certificate in Business Management
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Program Description: The field of business provides many exciting careers and opportunities in such areas as finance, accounting, entrepreneurship, information technology, general management, marketing, and logistics. Northern Lights College's Business Management Program prepares students for positions of responsibility in the business community and for further educational opportunities by promoting conceptual and technical skill development in business.

The Business Management program at Northern Lights College offers a wide variety of first-and second-year courses for students interested in working towards a Business Management Certificate, Business Management Diploma, or transferring to university or professional designation programs elsewhere.

Completion of the Business Management Certificate qualifies students for entry into the Northern Lights College Business Management Diploma. The Certificate comprises 30 credits of course work as specified below. The Certificate may be pursued on a full or part-time basis.

Admission Requirements:

*English is the language of instruction in all programs at NLC, thus it is imperative that NLC students meet minimum English Language Proficiency requirements.

*In University Arts and Sciences and Related Programs, it is understood that the minimum English Language Proficiency requirement is that required to graduate from a Canadian high school program conducted in English. This is defined in the English Language Requirement document.

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A. Domestic students must have official transcripts demonstrating the following Math Requirement: One of the following with a 'C' grade (60%) or higher: Pre-calculus 11, Principles of Mathematics 11, Foundations of Math 11, Math 040, or equivalent. Alternatively, readiness for MATH 050 as determined by the CCP Math appraisal.

B. International students must have documentation demonstrating the following Math Requirement: One of the following with a 'C' grade (60%) or higher: Pre-calculus 11, Principles of Mathematics 11, Foundations of Math 11, Math 040, or equivalent. Alternatively, readiness for MATH 050 as determined by the CCP Math appraisal.

*Note that some University Arts and Sciences and related programs elective courses have specific prerequisites. Meeting the entrance requirements for the program does not ensure course prerequisites have been met for all available courses.

Length of Program: (weeks and total hours) 2 semesters (30 weeks, a minimum of 450 hours, or 30 credits)

Program Intake: (start/finish dates) September, January, May

Available Seats: Maximum of 30 per course.

Application Deadline: Last day for late registration as indicated in the NLC Calendar. International students should contact the International Department for deadlines specific to their situation.

Career Prospects: Careers and opportunities in such areas as finance, accounting, entrepreneurship, information technology, general management, marketing, and logistics.

Affiliations/Partnerships: Subject to appropriate prerequisite qualifications and available space, block transfer agreements may allow diploma graduates to transfer directly into the third year of degree programs at the University of Northern British Columbia, North Island College, Okanagan College, and Royal Roads University.

Northern Lights College courses also transfer individually to other colleges, universities, and institutes in British Columbia. Students will receive transfer credit for courses as noted in the BC Transfer Guide (see <http://www.bctransferguide.ca>).

Furthermore, Northern Lights College courses transfer to professional associations such as the Certified Professional Accountants (<http://www.gocpabc.ca>), Aboriginal Financial Officers Association (<http://www.foa.ca/index.asp>), Canadian Bankers Institute (<http://www.icb.org/english/index.asp>), and others.

Location: Fort St. John, Dawson Creek

Additional Requirements/Supplies: (fees, supplies, materials)

Calculator required; recommend a financial calculator

Laptop required; recommend Windows based computer for software compatibility

Eligibility for Canada Student Loans: (Yes or No)

Yes, for domestic students. No, for international students.

Required Minimum Grade: (overall and/or minimum within a course)

C (60%) cumulative GPA; D (50%) minimum in a course.

Residency Requirement: (percentage of courses which must be taken at NLC)

25%; note that a minimum 60% or 'C' grade (60%) is required for courses to be considered for transfer into this program. The age of the course will also be considered in course transfer.

Required Courses: (list courses required to complete credential and total hours for each course)

*Core courses:

CPSC100 (Introduction to Computers and Computer Applications) 3 credits/60 hours
or CPSC 101 (Introduction to Computing) 3 credits/45 hours**

ENGL 110 (Introduction to Workplace Communications) 3 credits/45 hours***

MGMT104 (Principles of Management) 3 credits/45 hours

MGMT107 (Fundamentals of Marketing) 3 credits/45 hours

MGMT150 (Business Mathematics) 45 hours

* An Economics component is a requirement of the certificate:

ECON101 (Principles of Economics (Micro) 3 credits/45 hours

ECON102 (Principles of Economics (Macro) 3 credits/45 hours

OR

ECON105 (Principles of Economics) 3 credits/45 hours (Note that ECON 101 and 102 are recommended for students planning to transfer into degree programs)

*An Accounting component is also a requirement of the certificate:

MGMT103 (Foundations in Financial Accounting Level 1) 3 credits/45 hours****

MGMT109 (Foundations in Financial Accounting Level 2) 3 credits/45 hours

OR

MGMT120 (Financial Accounting) 3 credits/45 hours

*Balance of Credits (3-9) from any of the courses listed below:

COMM 301 (Organizational Communications) 3 credits/45 hours

FNST 100 (Aboriginal Peoples of Canada) 3 credits/ 45 hours or FNST 102 (Treaties and Aboriginal Rights) 3 credits/ 45 hours

MGMT 204 (Human Resource Management) 3 credits/45 hours

MGMT 225 (Strategic Management) 3 credits/45 hours

MGMT 228 (Business Law: Principles and Applications) 3 credits/45 hours

MGMT 260 (Principles of Corporate Finance I) 3 credits/45 hours

MGMT 280 (Safety Management) 3 credits/45 hours

MGMT 290 (Quantitative Methods for Business) 3 credits/60 hours

MGMT 111 (Finite Mathematics for Business) 3 credits/45 hours

MGMT 201 (Intermediate Financial Accounting I) 3 credits/45 hours

MGMT 202 (Intermediate Financial Accounting II) 3 credits/45 hours

MGMT 203 (Taxation) 3 credits/45 hours

MGMT 210 (Advertising and Promotion) 3 credits/45 hours

MGMT 217 (Business Systems Analysis and Design) 3 credits/45 hours

MGMT 219 (Entrepreneurship: Start up) 3 credits/45 hours

MGMT 221 (Managerial Accounting) 3 credits/45 hours

MGMT 261 (Principles of Corporate Finance II) 3 credits/45 hours

MGMT 295 (Management Science) 3 credits/45 hours

MGMT 301 (Management Skills for Supervisors) 3 credits/45 hours

MGMT 302 (Business Sustainability and the Environment) 3 credits/45 hours

MGMT 303 or ECED 201 (Non-Profit Management) 3 credits/45 hours

ENGL 100 (Academic Writing) 3 credits/45 hours

PHIL 110 (Introduction to Logic and Critical Thinking) 3 credits/ 45 hours

POLI 100 (Politics and Government) 3 credits/ 45 hours or POLI101 (The Government of Canada) 3 credits/ 45 hours

POLI 200 (Politics and Pipelines) 3 credits/ 45 hours

PSYC 224 (Organizational Behavior) 3 credits/45 hours

**Applied Business Technology Certificate graduates from Northern Lights College who have completed ABTC 119, ABTC 121, ABTC 133, ABTC 153, ABTC 161, and ABTC 194 will be granted exemption from CPSC 101.

***Applied Business Technology Certificate graduates from Northern Lights College who have completed ABTC 165 and ABTC 195 will be granted exemption from ENGL 110.

****Applied Business Technology Certificate graduates from Northern Lights College who have completed ABTC 111 and ABTC 151 will be granted exemption from MGMT 103.

Please note that the above exemptions are internal to NLC. If you plan on transferring to another institution, it is strongly recommended that you take the respective business management required course.

General Academic English Language Proficiency Requirements

1. Overview

English is the language of instruction in all programs at NLC. Thus, it is imperative that NLC students meet minimum English Language Proficiency requirements.

In University Arts and Sciences and additional baccalaureate-level programs, students are required to have English Studies 12, English First Peoples 12, ENGL 050, or an equivalent course. Required final grades are specified by program.

2. Select Baccalaureate-Level Programs

The following English Language Requirement applies to the Associate of Arts Degree (general)¹; to diplomas in Archaeology, Business Management,² Criminology, Interactive Technologies and Game Design, Land and Water Resources, and Social Services Worker; and to certificates in Business Management and University Arts and Sciences.³

A. Domestic students⁴ and students from countries⁵ that practice Standard Written English must have official transcripts demonstrating that they have met one of the following English Requirements with a "B" grade or higher: English Studies 12, English First Peoples 12, English 050, or English 099; alternatively, any university-level English course⁶ with a "C" grade or higher. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.

B. International students and domestic students who received their secondary education in French or another language must show that they have met the NLC English requirement for baccalaureate-level programs specified above by demonstrating one of the following:

- An IELTS result with an overall score of 6.0 or higher with no band less than 6.0. Students with a writing band of 6.0 are required to complete English 099 with a "B" grade or higher in their initial semester. Alternatively, NLC will accept a TOEFL iBT of 78, Canadian Academic English Assessment (CAEL) 60 overall band, Canadian Language Benchmark Assessment (CLBA) 8 in each section, Pearson Test of English (PTE) 57, Michigan English Language Assessment Battery (MELAB) 76, Cambridge-Michigan Language Assessment (CaMLA) 69 plus NLC's Writing Assessment.
- Documented completion of a post-secondary credential that is assessed as equivalent to a similar program from a reputable Canadian institution with its own appropriate English Language Requirement.
- Documented completion of the last two years of full-time Canadian secondary school education in English with a minimum grade of "B" in English 12, English Studies 12, English Literature 12, English 12 First Peoples, or equivalent.
- Completion of NLC's English for Academic Purposes (EAP) 060-level Certificate.

Where international students and domestic students who received their secondary education in French or another language are unable to provide an appropriate IELTS score or equivalent, such students may be conditionally enrolled in an NLC program with permission of the Chair. Upon arrival at NLC, these students will be assessed by the ESL department and transferred to the appropriate level of the EAP program as necessary.

¹Not applicable to the Associate of Arts Degree (Health Studies) or to the Associate of Science Degree.

²Not applicable to the Executive Assistant Diploma.

³Not applicable to the Engineering Certificate, the Engineering Studies Certificate, the General University Arts and Sciences Certificate, the Indigenous Human Services Worker Diploma.

⁴Except those whose secondary education was conducted in French or in another language.

⁵ Australia, England, Ireland, New Zealand, Scotland, Wales, United States of America.

⁶ From reputable institutions in Canada or from the above list of countries that practice Standard Written English.