

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

Program Name: Business Management
Credential/Certification: Diploma 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 Diploma, or transferring to university or professional designation programs elsewhere.

The Business Management diploma is a two year program with two streams, allowing students to earn a general business management credential or to specialize in accounting.

Admission Requirements:

1. English Requirement: 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 Proficiency document.

2. 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: Elective courses may have specific prerequisites. Meeting entrance requirements for the program does not ensure course prerequisites have been met for all available courses.

Length of Program: (weeks and total hours)

4 semesters (60 weeks full-time).

General Option: minimum of 915 hours in total; minimum of 60 credits.

Accounting Option: minimum of 915 hours in total; minimum of 60 credits.

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

Available Seats: 30 students

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 (www.bccpa.ca), Aboriginal Financial Officers Association (www.afoabc.org), Canadian Bankers Association (www.cba.ca), and others.

Location: Fort St. John and Dawson Creek campuses

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

Calculator: a financial calculator is recommended.

Laptop: see minimum standard NLC program requirements.

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' grade (60%) cumulative GPA of 2.00; 'D' grade (50%) minimum in a course.

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

The residency requirement is 25%. Note that a minimum 60% or 'C' grade is required for courses to be considered for transfer into this program. The date of course completion, 10 years for theoretical course and 3 years for technological course, will also be considered in course transfer.

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

Core Required Courses:

- CPSC 101: Introduction to Computing (3 credits/45 hours)
- ECON101: Principles of Economics (Micro) (3 credits/45 hours) AND ECON102: Principles of Economics (Macro) (3 credits/45 hours); OR ECON105: Principles of Economics (3 credits/45 hours)
- ENGL 110: Introduction to Workplace Communications (3 credits/45 hours)
- MGMT103: Foundations in Financial Accounting Level 1 (3 credits/45 hours) AND MGMT109: Foundations in Financial Accounting Level 2 (3 credits/45 hours); OR MGMT120: Financial Accounting (3 credits/45 hours)
- MGMT104: Principles of Management (3 credits/45 hours)
- MGMT107: Fundamentals of Marketing (3 credits/45 hours)
- MGMT150: Business Mathematics (3 credits; 45 hours)
- MGMT204: Human Resource Management (3 credits/ 45 hours)
- MGMT225: Strategic Management (3 credits/ 45 hours)
- MGMT228: Business Law: Principles and Applications (3 credits/ 45 hours)
- MGMT260: Principles of Corporate Finance I (3 credits/ 45 hours)
- MGMT290: Quantitative Methods for Business (3 credits/ 60 hours)

Additional Required Courses for the Accounting Option:

- MGMT201: Intermediate Financial Accounting I (3 credits/ 45 hours)
- MGMT202: Intermediate Financial Accounting II (3 credits/ 45 hours)
- MGMT221: Managerial Accounting (3 credits/ 45 hours)

Elective Options for the Accounting Option (3-5 courses or 9-15 credits) and for the General Option (6-8 courses or 18-24 credits) except as otherwise noted:

- 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)
- ITEC 150: Small Computer Systems: Organization and Architecture (3 credits/ 60 hours)
- ITEC 240: Server Management (3 credits/ 45 hrs)
- ITEC 250: Network Infrastructure (3 credits/ 45 hrs)
- ITEC 320: Virtual Software Systems (3 credits/ 45 hrs)
- MATH 115: Introductory Discrete Mathematics I (3 credits/ 45 hrs)
- MGMT 111: Finite Mathematics for Business (3 credits/ 45 hours)
- MGMT 201: Intermediate Financial Accounting I (3 credits/ 45 hours) (not available as Accounting elective)
- MGMT 202: Intermediate Financial Accounting II (3 credits/ 45 hours (not available as Accounting elective)
- 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) (not available as an Accounting elective)
- MGMT 261: Principles of Corporate Finance II (3 credits/ 45 hours)
- MGMT 280: Safety Management (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)
- MGMT 430: Business Ethics (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
POLI 101: 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)
- MATH 101: Calculus (3 credits/ 60 hours) OR
MATH105: Calculus for Social and Biological Sciences I (3 credits/ 60 hours)
(a maximum of three calculus credits is permitted; Principles of Math 12 is required for students enrolling in MATH 101 or MATH 105.)

Additional notes on course selection:

- ECON 101 and 102 are recommended for students planning to transfer into degree programs.

- Business electives best selected for the accounting option are:
 - MGMT 111: Finite Math for Business
 - MGMT 217: Business Systems Analysis and Design
 - MGMT 261: Corporate Finance II
 - MGMT 203: Taxation
 - MGMT 302 (Business Sustainability and the Environment)

- MGMT 217, 261, 203, and 302 may also provide exemption from Chartered Professional Accountants PEP modules. Visit the CPA website Transfer Credit Guide: http://www.bccpa.ca/CpaBc/media/CPABC/Become%20A%20CPA/prerequisites/northernlights_prep.pdf

- Suggested electives for a mathematical orientation or to prepare for a business degree (B. Comm, BBA):
 - ENGL 100: Academic Writing
 - MATH 115: Introductory Discrete Mathematics I
 - MATH 101: Calculus
 - MGMT 111: Finite Math for Business)
 - PHIL 110: Introduction to Logic and Critical Thinking
 - POLI 100: Politics and Government OR POLI101: The Government of Canada

- Electives best suited to a marketing orientation:
 - COMM 301: Organizational Communications
 - MGMT 210: Advertising and Promotion
 - MGMT 219: Entrepreneurship: Start Up
 - MGMT 217: Systems Analysis and Design
 - PSYC 224: Organizational Behaviour

- Electives best selected for an information technology orientation are:
 - ITEC 150: Small Computer Systems: Organization and Architecture
 - ITEC 240: Server Management
 - ITEC 250: Network Infrastructure
 - ITEC 320: Virtual Software Systems
 - MATH 115: Introductory Discrete Mathematics I
 - MGMT 217: Systems Analysis and Design
 - PHIL 110: Introduction to Logic and Critical Thinking

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.