

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

Program Name: Business Management
Credential/Certification: Executive Assistant Diploma
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Program Description: The Executive Assistant Diploma is designed for graduates of Administrative Assistant Certificate programs who want to develop their career opportunities and educational qualifications. Diploma graduates will be prepared to seek opportunities as office managers or as assistants to senior executives. Diploma graduates will also have the opportunity to ladder their coursework into business degree programs at Thompson Rivers University. All courses required for NLC's Executive Assistant Diploma are available online, on a part-time basis. Face-to-face and video-conference delivery is available at designated NLC campuses, on a part-time or full-time basis depending on location.

Admission Requirements: Official transcripts demonstrating completion of a 10-month Applied Business Technology Administrative Assistant Certificate program.

Length of Program: (weeks and total hours) 30 credits (450 hours). Part-time students must complete the program within five years. Full-time students may complete the program in one year of study depending on their start date, course availability, and academic progress.

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

Available Seats: Unspecified.

Application Deadline: Last day for late registration as indicated in the NLC Calendar.

Career Prospects: Program graduates may seek opportunities as office managers or as assistants to senior executives. Program graduates will also be well-prepared to write the accreditation exams for the Certified Administrative Professional (CAP) or the Organizational Management (OM) designation programs.

Affiliations/Partnerships: NLC and TRU have signed a laddering partnership agreement. Under the terms of this agreement, students who complete NLC's 10-month Certificate in Applied Business Technology (Administrative Assistant) will be granted 15 credits towards TRU's Bachelor of Business Administration or Bachelor of Commerce degrees (note that students who have completed 10-month Applied Business Technology programs elsewhere must confirm transfer credit with TRU). Students who complete NLC's Executive Assistant Diploma will be granted an additional 30 credits towards TRU's Bachelor of Business Administration or Bachelor of Commerce degrees.

Location: NLC's Executive Assistant Diploma is fully available online, on part-time basis, and is well-suited for individuals who may be working during the day. Courses are also available face-to-face or through video-conference.

Additional Requirements/Supplies: (fees, supplies, materials)
Ready access to a computer with a reliable internet connection is required.

Eligibility for Canada Student Loans: (Yes or No)

Yes

Required Minimum Grade: (overall and/or minimum within a course)
Overall, NLC's Executive Assistant Diploma requires a "C" (60%) or minimum cumulative grade point average of 2.00. A minimum grade of "D" (50%) is required in all individual courses.

Students intending to transfer into TRU's on-campus Bachelor of Business Administration degree should note that TRU requires an overall cumulative grade point average of 2.0. A minimum grade of "C-" is required in all of the diploma-level NLC

courses. Further, a "C+" may be required in prerequisites for TRU's upper-level accounting and finance courses.

Students intending to transfer into TRU's online Bachelor of Commerce degree should note that TRU OL requires an overall cumulative grade point average of 2.0. Students require a minimum grade of "D" in all of the diploma-level NLC courses.

Residency Requirement: (percentage of courses which must be taken at NLC)
70%

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

ENGL 100 Academic Writing (3 credits; 45 hrs)

ENGL 110 Introduction to Workplace Communications (3 credits; 45 hrs)

MGMT 104 Fundamentals of Management (3 credits; 45 hrs)

MGMT 107 Introduction to Marketing (3 credits; 45 hrs)

MGMT 120 Financial Accounting (3 credits; 45 hrs)

MGMT 204 Human Resource Management (3 credits; 45 hrs)

MGMT 217 Business Systems Analysis and Design (3 credits; 45 hrs)

MGMT 221 Managerial Accounting (3 credits; 45 hrs)

MGMT 228 Business Law (3 credits; 45 hrs)

PSYC 224 Organizational Behaviour (3 credits; 45 hrs)

