

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

**Program Name:** Business Management

**Credential/Certification:** Post-Degree Diploma in Business Management  
- Health Administration Specialization

**Date Submitted:** September 2018

**Effective Date:** January 2019

**Program Contact:**

International Students: email at [inted@nlc.bc.ca](mailto:inted@nlc.bc.ca) and visit the International Education webpage at <http://nlc.bc.ca/Admissions/InternationalEducation.aspx>

**Dean:**

Steve Roe

**Document Author:**

Lisa Verbisky

**Program Description:**

The Post-Degree Diploma in Business Management with a specialization in Health Administration (PDD in HADM) is ideally suited to international students who already hold a minimum three-year degree in nursing or other closely related Health Care profession. The addition of advanced studies in business and health care administration in a Canadian context will enhance employability for administrative assistant positions and movement into entry level management positions in various health professions in Canada.

The fields of study comprising this multi-disciplinary program include business administration, psychology, and specialized health administration courses. The program introduces management and health administration concepts in a Canadian context, with emphasis on interpersonal and interprofessional communications, organizational behaviour, human resource management, ethics, and change management.

**Admission Requirements:**

International students must have official transcripts demonstrating successful completion of, at minimum, a three-year degree in nursing or other closely related Health Care profession.

\* A. Domestic students must have official transcripts demonstrating the following English Requirement: One of the following with a "B" grade or higher: Grade 12 English, English Literature 12, English 12 First Peoples, English 050, or English 099. Alternatively, any university-level English course 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 must have documentation demonstrating the following English Requirement: An IELTS with an overall score of 6.0 or higher with no band less than 6.0. Students with a writing band of 6.0 or less are required to complete English 099 with a "B" grade or higher before or during the first semester of their program. The necessity for upgrading can extend the length of the program.

**Length of Program:** (weeks and total hours)

930 hours in total. Depending on a student's start-date, academic readiness, and academic progress, the PDD in HADM may be completed in four semesters. However, a fifth semester may be necessary. Students should refer to the PDD in HADM planning grid and timetables, and consult with the program contacts listed above.

**Program Intake:** (start/finish dates)

Start September, January, and May intakes

**Available Seats:**

Capacity is limited to 35 seats. Please consult with the program contacts listed above. This program has seats available only at the Dawson Creek campus.

**Application Deadline:**

Last day for late registration as indicated in the NLC Calendar, but international students should contact [inted@nlc.bc.ca](mailto:inted@nlc.bc.ca) for deadlines specific to their situation.

**Career Prospects:**

The objective of this program is to enhance knowledge of the Canadian health care system for internationally educated nurses as they transition into health related administrative assistant careers in Canada. The PDD in HADM may also assist students in moving into entry-level management positions in the health sector such as human resource management and management at care facilities.

**Affiliations/Partnerships:**

Northern Lights College courses generally 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>).

**Location:**

Dawson Creek Campus

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

Course textbooks; laptop strongly recommended

**Eligibility for Canada Student Loans:** (Yes or No)

International students - No

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

C (60%) overall. Minimum course grades vary; refer to individual course outlines for details.

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

50%; Minimum C grade required for all transferred courses.

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

Semester 1

CPSC 101: Introduction to Computing (3 credits; 45 hrs)

OR MGMT 217: Business Systems Analysis & Design

ECON 105: Principles of Economics (3 credits; 45hrs)

OR MGMT 120: Financial Accounting (3 credits; 45 hrs)

ENGL 110: Business Communications (3 credits; 45 hrs)

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

PSYC 224: Organizational Behaviour (3 credits; 45 hrs)

Semester 2

ENGL 100: Academic Writing (3 credits; 45 hrs)

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

PSYC 220: Interpersonal Communications (3 credits; 45 hrs)

SOSC 220: Research Methods in the Social Sciences (3 credits; 45 hrs)

SSWD 120: Ethics and Practice (3 credits; 45hrs)

Semester 3

HADM 310: Organizational Structure of Canadian Health Care System (3 credits; 45 hrs)

MGMT 225: Strategic Management (3 credits; 45 hrs)

MGMT 301: Management Skills for Supervisors (3 credits; 45 hrs)

MGMT 425: Integrated Strategic Management Seminar (1 credit; 15 hrs)

MGMT 450: Project Management (3 credits; 45 hrs)

SOSC 207: Introduction to Statistics for the Social Sciences (3 credits; 45 hrs)

OR MGMT 290: Quantitative Methods for Business (3 credits; 60 hrs)

Semester 4

COMM 301: Organizational Communications (3 credits; 45 hrs)

HADM 320: Community Health Planning (3 credits; 45 hrs)

HADM 330: Health Care Law and Policy in Canada (3 credits; 45 hrs)

MGMT 303: Non-Profit Management (3 credits; 45 hrs)

MGMT 455: Project Management Seminar (Health Administration Specialization) (1 credit; 15 hrs)

PSYC 230: Advanced Communication Skills (3 credits; 45 hrs)