



NLC Advanced Certificate in Management Planning Worksheet*



	Course Name	Description	Semester	Completed	Credits
MANDATORY COURSES	MANDATORY COURSES				
	ENGL 110	<i>Introduction to Workplace Communications</i>			3
	MGMT 104	<i>Principles of Management</i>			3
	MGMT 120	<i>Financial Accounting</i>			3
	MGMT 204	<i>Human Resource Management (Personnel)</i>			3
	MGMT 280	<i>Safety Management</i>			3
	MGMT 301	<i>Management Skills for Supervisors</i>			3
	MGMT 430	<i>Business Ethics and Social Responsibility</i>			3
	MGMT 450	<i>Project Management</i>			3
ENTREPRENEURIAL FOCUS	ENTREPRENEURIAL FOCUS TWO of the following electives:				
	CPSC 101	Introduction to Computing			3
	ECON 105	Principles of Economics			3
	MGMT 107	Fundamentals of Marketing			3
	MGMT 210	Advertising and Promotion			3
	MGMT 219	Entrepreneurship: Start Up			3
	MGMT 228	Business Law: Principles and Applications			3
MANAGERIAL FOCUS	MANAGERIAL FOCUS TWO of the following electives:				
	CPSC 101	Introduction to Computing			3
	FNST 102	Treaties and Aboriginal Rights			3
	LAND 241	Petroleum Fundamentals			3
	MGMT 221	Managerial Accounting			3
	MGMT 228	Business Law: Principles and Applications			3
	MGMT 302	Business Sustainability and the Environment			3
	POLI 200	Politics and Pipelines			3
NON-PROFIT MANAGERIAL FOCUS	NON-PROFIT MANAGERIAL FOCUS TWO of the following electives:				
	CPSC 101	Introduction to Computing			3
	FNST 100	Aboriginal Peoples of Canada			3
	MGMT 107	Fundamentals of Marketing			3
	MGMT 228	Business Law: Principles and Applications			3
	MGMT 303	Non-Profit Management			3
	PSYC 224	Organizational Behaviour			3

TOTAL CREDITS

***Note:** Students can seek advice on academic planning from the Program Chair. Ultimately, it is the responsibility of the student to register for courses and to ensure that they have the pre-requisite courses where necessary as found on the NLC website at <http://www.nlc.bc.ca/Programs/All-Courses>. Not all courses are offered every year. To ensure availability of courses, we recommend that students consult NLC's Fall and Winter Academic timetables at <http://www.nlc.bc.ca/Programs/Academic-and-Vocational-Programs/University-Arts-and-Sciences-Timetables>.

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Advanced Certificate in Management

Program Description

The Advanced Certificate in Management is designed for current managers, volunteers and other individuals who are interested in developing their leadership skills while they are working. To supplement existing education and work experience, the program addresses management concepts such as accounting, business law, entrepreneurship, human resource management, and project management. The curriculum is relevant across a wide variety of employment sectors, public, private, and non-profit.

All required courses are available both face-to-face and online. Not all elective courses are available online. Online study is available on a part-time basis only. Full-time study can be obtained through a combination of online and face-to-face courses.

Career Prospects

The objective of this program is to enhance skills and employment opportunities for graduates interested in advanced management positions. Relevant fields include childcare or resource program administration, educational administration, executive coaching, human resource management, municipal or provincial governance, natural resource management, and trades management.

Details

Location: To accommodate individuals who may be working full-time, this program is available online and may be taken on a part-time basis. Alternatively, students who are able to attend NLC's Fort St. John and Dawson Creek campuses may enroll part-time or full-time in online and/or face-to-face courses. Some elective courses may only be available face-to-face at these campus locations.

Length: 450 hours in total. Full time students who begin the program in September can complete within two semesters or 30 weeks of study. Depending on a student's start-date, academic readiness, and academic progress, additional semesters may be necessary. Part-time study is an option.

Start: September or January start dates are recommended. May starts are possible, but course selection is limited at that time.

Admission Requirements

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 - a. Official transcripts demonstrating graduation from a post-secondary certificate, diploma, or degree program; or,
 - b. Official transcripts demonstrating certification from a Red Seal Trades program or equivalent program; or,
 - c. Two years of management or leadership work experience as demonstrated by a resume with two professional references; or,
 - d. Two current professional letters of reference written and dated within a year of application outlining the applicant's suitability and readiness for the program.
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 - a. English Requirement for Domestic Students: Official transcripts demonstrating 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. English Requirement for International Students: An IELTS with an overall score of 6.0 or higher with no band less than 5.5. Students with a writing band of 6.0 or lower are required to complete English 099 with a "B" grade or higher during their first semester.