



NLC Executive Assistant Diploma Planning Worksheet*

Course Name	Description	Credit	Semester	Enrollment
	Applied Business Technology Administrative Assistant Certificate**			
ENGL 100	<i>Academic Writing</i>	3		
ENGL 110	<i>Introduction to Workplace Communications</i>	3		
MGMT 104	<i>Fundamentals of Management</i>	3		
MGMT 107	<i>Introduction to Marketing</i>	3		
MGMT 120	<i>Financial Accounting</i>	3		
MGMT 204	<i>Human Resources Management</i>	3		
MGMT 217	<i>Business Systems Analysis and Design</i>	3		
MGMT 221	<i>Managerial Accounting</i>	3		
MGMT 228	<i>Business Law: Principles and Applications</i>	3		
PSYC 224	<i>Organizational Behaviour</i>	3		

Total Credits:

30

***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>.

****Note:** The Executive Assistant Diploma is designed for graduates of Administrative Assistant Certificate programs who want to develop their career opportunities and educational qualifications. Admissions prerequisites for the program include official transcripts demonstrating completion of a 10-month Applied Business Technology Administrative Assistant Certificate program.

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).

