



## NLC Business Management Post Degree Diploma Health Administration Specialization Planning Worksheet\*

### Year One Fall Semester

FALL	Course Name	Description	Semester	Completed	Credits
	ECON 105	<i>Principles of Economics</i>			3
	ENGL 110	<i>Introduction to Workplace Communications</i>			3
	MGMT 104	<i>Principles of Management</i>			3
	PSYC 224	<i>Organizational Behaviour</i>			3
	SSWD 120	<i>Ethics and Practice</i>			3

### Winter Semester

WINTER	Course Name	Description	Semester	Completed	Credits
	ENGL 100	<i>Academic Writing</i>			3
	MGMT 204	<i>Human Resource Management</i>			3
	MGMT 301	<i>Management Skills for Supervisors</i>			3
	PSYC 220	<i>Interpersonal Communications</i>			3
	SOSC 220	<i>Research Methods for the Social Sciences</i>			3

### Year Two Fall Semester

FALL	Course Name	Description	Semester	Completed	Credits
	HADM 310	<i>Organizational Structure of Canadian Health Care System</i>			3
	MGMT 217 OR CPSC 101	<i>Business Systems Analysis and Design</i>  <i>Introduction to Computing</i>			3
	MGMT 290 OR SOSC 207	<i>Quantitative Methods for Business</i>  <i>Introduction to Statistics in the Social Sciences</i>			3
	MGMT 450	<i>Project Management</i>			3
	PSYC 230	<i>Verbal Communication</i>			3

### Winter Semester

WINTER	Course Name	Description	Semester	Completed	Credits
	COMM 301	<i>Organizational Communications</i>			3
	HADM 320	<i>Community Health Planning</i>			3
	HADM 330	<i>Health Care Law and Policy in Canada</i>			3
	MGMT 225	<i>Strategic Management</i>			3
	MGMT 303	<i>Non-Profit Management</i>			3
	MGMT 425	<i>Integrated Strategic Management Seminar</i>			1
	MGMT 455	<i>Project Management Seminar (Health Administration Specialization)</i>			1

**Total Credits:**

/62

**\*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>.



## Business Management – Post Degree Diploma: Health Administration Specialization

### Program Description

The program is ideally suited to international students who already hold a minimum three-year degree in nursing or other related health care profession. The addition of advanced study 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.

This multi-disciplinary program includes business administration, psychology, and specialized health administration courses, and 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.

### Career Prospects

The objective of this program is to enhance the employability of internationally educated nurses as they transition into health related administrative assistant careers in Canada. Students may assist in moving into entry-level management positions in the health sector.



### Details

**Location:** Dawson Creek Campus

**Length:** Four semesters (full time, depending on start date and academic progress)

**Start:** September/January/May

**Fees:** Please consult the International Education Department at [inted@nlc.bc.ca](mailto:inted@nlc.bc.ca)

### Admission Prerequisites

1. Provide official post-secondary transcripts demonstrating successful completion of, at minimum, a three-year degree in nursing or other related health care profession.
2. Demonstrate English competency in one of the following ways:
  - Complete the Northern Lights College (NLC) Writing Assessment indicating readiness for a 100-level English course; or
  - Provide Canadian high school transcripts indicating a minimum B grade (or equivalent percentage) in Grade 12 English, Grade 12 Communications, or First Peoples 12, including the score on the respective provincial exam; or
  - Achieve a minimum B (70 per cent) in Career and College Preparation ENGL050 (Provincial); or
  - Provide Canadian transcripts indicating a minimum C grade (60 per cent) in a 100-level or higher post-secondary English course; or
  - Achieve IELTS 6.5 overall with no band less than 6.0.

### Important Notes

1. International students registered in this program are not eligible for Canada Student Loans.
2. Students are recommended to have a personal laptop.
3. 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>).
4. The information on this program page is a summary of the official Program Completion Guide approved by NLC's Education Council. Download a PDF of the Program Completion Guide.