

## DIPLOMA

- **Two years**
- **Start date varies:** At some campuses the program begins in September; at others seats are filled as vacancies occur. Please check with the campus concerned.
- **Burin, Carbonear, Clarenville, Corner Brook, Grand Falls-Windsor, and Prince Philip Drive Campuses and through @ College Distributed Learning Service (DLS)**

## COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 1</b>				
AC1260	Financial Accounting I	5	4	4
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
MA1400	Mathematics of Finance I	3	3	1
MC1220	Productivity Tools I	2	1	2
MR1100	Marketing I	4	3	2
<b>Semester 2</b>				
AC2260	Financial Accounting II	5	4	4
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
MA2400	Mathematics of Finance II (Not required for Certificate)	3	3	0
MC1221	Productivity Tools II	2	1	3
MR2100	Marketing II	4	3	2
<b>Semester 3 (Intersession)</b>				
MA1670	Statistics	4	4	1
MC2220	Productivity Tools III	3	2	3
OR				
AC2230	Computerized Accounting	3	2	3
<b>Year 1 courses can be completed at campuses offering the Business Administration certificate program.</b>				
<b>Semester 4</b>				
AC2220	Intermediate Financial Accounting I	5	3	5
AC2250	Managerial Accounting I	4	3	2
CM2200	Oral Communications	2	2	0
CM2300	Report Writing	2	2	0
LW1200	Business Law	3	3	0
Elective		4	3	2
<b>Semester 5</b>				
AC1350	Income Tax	4	3	2
AC3220	Intermediate Financial Accounting II	5	3	5
AC3250	Managerial Accounting II	4	3	2
EC1100	Microeconomics	3	3	0
PS2340	Organizational Behaviour	4	4	0
SD1420	Workplace Skills	3	3	1
<b>Semester 6</b>				
OJ1520	Work Exposure			4 wks

## BUSINESS

# Business Administration (Accounting)

The two-year program leading to a Diploma in Business Administration (Accounting) has been developed to achieve competencies required in the field of general financial accounting. Industry requires personnel with skills to provide complex information and to produce comprehensive reports.

Upon completion of this program, students will be capable of performing many accounting functions in small and large businesses and at various levels of government.

**Note:** Year 2 of the Business Administration (Accounting) and the Business Management (Accounting) programs is common.

### OBJECTIVES

1. To develop skills in various key areas of accounting such as financial and intermediate accounting, taxation, and finance.
2. To help students develop self-reliance, initiative and the ability to solve business management problems.
3. To expand through related courses the basic accounting concepts and to apply them to real-life situations through the use of tools such as statistical analysis and economic planning.
4. To introduce the student to computerized business applications.
5. To train students for employment in the private industry or government sectors of business and to provide them with a sound base for further professional development.
6. To provide students with the skills and knowledge which will increase their success as entrepreneurs.

### CAREER OPPORTUNITIES

Graduates may obtain employment in a variety of businesses, organizations and government departments. Possible positions are: accountant, comptroller, business analyst, taxation officer, financial officer, administrative manager, payroll officer.

### PROGRAM TRANSFERABILITY

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

**Year 1:** The first year is a common year at the end of which students may graduate with a Business Administration Certificate.

**Year 2:** Students select one area of specialization for the second year from the following options: Accounting, General, Human Resource Management, and Marketing. Students may graduate at the end of Year 2 with a Business Administration Diploma.

**Year 3:** The three third-year options are Accounting, Human Resource Management, and Marketing. Students may graduate with a Business Management Diploma at the end of Year 3.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- Northwood University, Michigan, USA
- Certified General Accountants of Canada (CGA)
- The Society of Management Accountants

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society

