

Business Administration

ENTRANCE REQUIREMENTS

Comprehensive Arts and Science Certificate (College Transition program) with the following courses:

1.Math Fundamentals I and II

OR

High School Graduation Certificate with a 60% average in the following:

1.Language (1 credit) (minimum 60%) chosen from 3101, 3102, 3103, 3112, 3172, 3192, 4121

OR

English (2 credits) (minimum 60%) chosen from 3201, 3202, 3211, 3212, 3231, 3232, 3281, 3282, 3291, 3292

2.Mathematics (2 credits) chosen from:

Advanced: 3201, 3211, 3221, 3231, 3271, 3281, 3291, 4225 (50% minimum)

Academic: 3203, 3200, 3210, 3230, 3270, 3280, 3290 (60% minimum)

OR

Mathematics (4 credits) chosen from:

Advanced: 2205, 3205 (50% minimum in each course)

Academic: 2204, 3204 (60% minimum in each course)

3.Additional credits at the 3000 level chosen from any of the remaining 3000 level courses offered in the Senior High School Program.

a. six credits at the 3000 level for those who complete a Language course

OR

b. five credits at the 3000 level for those who complete an English course,

OR

Grade XI Public Examination pass or equivalent with a 60% average, including 60% in each of English and Mathematics (Matriculation) or a pass in Mathematics (Honours) plus any three other subjects,

OR

Adult Basic Education (Level III) Graduation including the following courses:

1.Communications IC3211, IC3112 plus ONE of IC3116, IC3215, IC3321, or IC3222

2.Mathematics from one of the following sections:

a. Mathematics IM3212, IM3213 and IM3216

b. IM3219

OR

Adult Basic Education Graduation (Level III) with Business-Related College Profile including the following courses:

1.English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

2.Mathematics 1104A, 1104B, 1104C, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

OR

Persons 19 years of age or older who do not meet the entrance prerequisites for this program may be considered on an individual basis under the Mature Student Clause.

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

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

CERTIFICATE

- **One year**
- **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.
- **Bay St. George, Burin, Carbonear, Clarenville, Corner Brook, Grand Falls-Windsor, Port aux Basques, St. Anthony, and Prince Philip Drive Campuses and through @College Distributed Learning Service (DLS)**
- **Note:** The Business Administration Certificate Program is offered through Continuing Education at Prince Philip Drive Campus in addition to the regular full-time program.
- **Note:** The Business Administration program is offered every alternate year at the Carbonear Campus.

COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 1				
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

Semester 2				
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

CERTIFICATE PROGRAM:				
Semester 3 (Intersession)				
		Cr	Le	La
OJ1100	Work Exposure			2 wks
MC2220	Productivity Tools III	3	2	3
OR				
AC2230	Computerized Accounting	3	2	3

DIPLOMA PROGRAM:				
Semester 3 (Intersession)				
		Cr	Le	La
MA1670	Statistics	4	4	1
MC2220	Productivity Tools III	3	2	3
OR				
AC2230	Computerized Accounting	3	2	3

