

## DIPLOMA

- Three years
- September start
- Grand Falls-Windsor and Prince Philip Drive Campuses

## 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

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<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

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 3 (Intersession)</b>				
MA1670	Statistics	4	4	1
MC2220	Productivity Tools III	3	2	3
OR				
AC2230	Computerized Accounting	3	2	3

**Year 1 courses can be completed at campuses offering the Business Administration certificate program.**

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<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

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<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 Behavior	4	4	0
SD1420	Workplace Skills	3	3	1

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 6</b>				
OJ1520	Work Exposure			4 wks

**Year 2 courses can be completed at campuses offering the Business Administration (Accounting) diploma program.**

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 7</b>				
AC2340	Principles of Auditing	4	3	3
EC1200	Macroeconomics	3	3	0
EP2250	Small Business Development	4	3	2
FN2110	Business Finance	4	3	2
MN2600	Strategic Management	3	2	2
Elective				

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 8</b>				
AC2530	Oil and Gas Production Accounting	5	5	0
AC3230	Computerized Accounting II	4	3	3
AC3260	Payroll and Commodity Taxes	4	4	0
EP2200	Business Planning	4	2	5
FN1100	Personal Finance	4	4	0

## BUSINESS

# Business Management (Accounting)

The three-year program leading to a Diploma in Business Management (Accounting) has been developed to achieve competencies required in the field of general financial accounting. Management now 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.

### OBJECTIVES

1. To develop skills in various key areas of accounting such as financial and intermediate accounting, taxation, auditing and finance.
2. To help students develop self-reliance, initiative and the ability to solve business management problems.
3. To expand the basic accounting concepts through related courses and to apply them to real-life situations through the use of tools such as statistical analysis and economic planning.
4. To introduce students to computerized business applications.
5. To train students for employment in the private industry or government sectors of business and to offer them 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. The following is a brief list of the positions that graduates may occupy after successful completion of the program: accountant, comptroller, auditor, 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

