

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**

COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 1				
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
MA1400	Mathematics of Finance I	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0
SD1340	Student, Career & Portfolio Development I	1	1	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 2				
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MA2400	Mathematics of Finance II	3	3	1
MR2100	Marketing II	4	4	0
SD1341	Student, Career & Portfolio Development II	1	1	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 3 (Intersession)				
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0
MC1241	Computer Applications II	3	2	3

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

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

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 4				
AC2220	Intermediate Financial Accounting I	5	3	5
AC2250	Managerial Accounting I	4	3	2
AC2231	Computerized Accounting II	3	2	2
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
MA1670	Statistics	4	4	1

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 5				
AC1350	Income Tax	4	3	2
AC2220	Intermediate Financial Accounting II	5	3	5
AC3250	Managerial Accounting II	4	3	2
AC2360	Principles of Internal Auditing	3	2	2
PS2340	Organizational Behaviour	4	4	0
SD2360	Student, Career & Portfolio Development III	2	2	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 6 (Intersession II)				
OJ1580	Work Exposure (Accounting)	6	wks	

BUSINESS

Business Administration (Accounting)

The Business Administration (Accounting) program has been developed to provide the student with the knowledge and skills required in the field of general financial accounting. The graduate will be able to provide complex information and comprehensive reports to management.

Throughout the program the student will develop a learning portfolio and career and educational plans.

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

OBJECTIVES

1. Prepare and analyze financial statements for internal and external decision making.
2. Use current technology to analyze results and generate appropriate reports.
3. Develop financial and budgetary plans based on varying business objectives, changing business environments, and underlying business assumptions.
4. Demonstrate accounting skills needed to secure employment in an entry-level accounting position.
5. Demonstrate application of the Conference Board of Canada employability skills.

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.

ACCREDITATION

Business Administration (Accounting) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

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 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 (Accounting) program 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
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

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

- Certified General Accounts of Canada (CGA)
- The Society of Management Accountants of Canada (CMA)
- Canadian Institute of Financial Planning
- The Payroll Association of Canada

