

DIPLOMA

- Three years
- September start
- Carbonear, 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.

NOTE: The first year of this program has been updated and Semesters 4-8 are subject to change

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 4				
AC2220	Intermediate 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 (minimum 3 credits)		3	3	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 5				
AC1350	Income Tax	4	3	2
AC3220	Intermediate Accounting II	5	3	5
AC3250	Managerial Accounting II	4	3	2
EC1110	Microeconomics	4	4	0
PS2340	Organizational Behaviour	4	4	0
SD1420	Workplace Skills	3	3	1

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 6				
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
Semester 7				
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 (minimum 3 credits)		3	3	0

CODE	TITLE	Hrs/wk		
		Cr	Le	La
Semester 8				
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. 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 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. Integrate business concepts for effective business planning and strategic management. (BM only).
6. 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 including accountant, comptroller, auditor, business analyst, taxation officer, financial officer, administrative manager, and payroll officer.

ACCREDITATION

Business Management (Accounting) is accredited by the Association of Collegiate 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/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
- University of New Brunswick, Saint John campus
- 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
- International Personnel Management Association - Canada

