

**NORTHERN LIGHTS COLLEGE
REGISTRAR'S OFFICE
PROGRAM INFORMATION AND COMPLETION GUIDE**

Program Name: Business Management
Credential/Certification: Advanced Certificate in Management
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Program Description:

The Advanced Certificate in Management is designed for current managers, volunteers and other individuals who are interested in developing their leadership skills while they are working. To supplement existing education and work experience, the program addresses management concepts such as accounting, business law, entrepreneurship, human resource management, and project management. The curriculum is relevant across a wide variety of employment sectors, public, private, and non-profit.

All required courses are available both face-to-face and online. Not all elective courses are available online. Online study is available on a part-time basis only. Full-time study can be obtained through a combination of online and face-to-face courses.

Admission Requirements:

*English is the language of instruction in all programs at NLC, thus it is imperative that NLC students meet minimum English Language Proficiency requirements.

*In University Arts and Sciences and Related Programs, it is understood that the minimum English Language Proficiency requirement is that required to graduate from a Canadian high school program conducted in English. This is defined in the English Language Requirement document.

plus,

a. Official transcripts demonstrating graduation from a post-secondary certificate, diploma, or degree program; or,

- b. Official transcripts demonstrating certification from a Red Seal Trades program or equivalent program; or,
- c. Two years of management or leadership work experience as demonstrated by a resume with two professional references; or,
- d. Two current professional letters of reference written and dated within a year of application outlining the applicant's suitability and readiness for the program.

*Note that some University Arts and Sciences and related programs elective courses have specific pre-requisites. Meeting the entrance requirements for program does not ensure course pre-requisites have been met for all available courses.

Length of Program: (weeks and total hours) 450 hours in total. Full time students who begin the program in September can complete within two semesters or 30 weeks of study. Depending on a student's start-date, academic readiness, and academic progress, additional semesters may be necessary. Part-time study is an option.

Program Intake: (start/finish dates) September or January start dates are recommended. May starts are possible, but course selection is limited at that time.

Available Seats: 30

Application Deadline: Last day for late registration as indicated in the NLC Calendar. International students should contact the International Department for deadlines specific to their situation.

Career Prospects: The objective of this program is to enhance skills and employment opportunities for graduates interested in advanced management positions. Relevant fields include childcare or resource program administration, educational administration, executive coaching, human resource management, municipal or provincial governance, natural resource management, and trades management.

Affiliations/Partnerships: Northern Lights College courses generally transfer individually to other colleges, universities, and institutes in British Columbia. Students will receive transfer credit for courses as noted in the BC Transfer Guide (see <http://www.bctransferguide.ca>).

Location: To accommodate individuals who may be working full-time, this program is available online and may be taken on a part-time basis. Alternatively, students who are able to attend NLC's Fort St. John and Dawson Creek campuses may enroll part-time or full-time in online and/or face-to-face courses. Some elective courses may only be available face-to-face at these campus locations.

Additional Requirements/Supplies: (fees, supplies, materials)

Ready access to a computer with a reliable internet connection is essential for all students, regardless of their chosen delivery model. A basic familiarity with Microsoft Office applications is also recommended.

Eligibility for Canada Student Loans: (Yes or No)

Yes, for domestic students. No, for international students.

Required Minimum Grade: (overall and/or minimum within a course)

'C' grade (60%) cumulative GPA; 'D' grade (50%) minimum in a course.

Residency Requirement: (percentage of courses which must be taken at NLC)

50%; note that a minimum 60% or 'C' grade (60%) is required for courses to be considered for transfer into this program. The age of the course will also be considered in course transfer.

Required Courses: (list courses required to complete credential)

ENGL 110: Business Communications (3 credits; 45 hrs)

MGMT 104: Principles of Management (3 credits; 45 hrs)

MGMT 120: Financial Accounting (3 credits; 45 hrs)

MGMT 204: Human Resource Management (3 credits; 45 hrs)

MGMT 280: Safety Management (3 credits; 45 hrs)

MGMT 301: Management Skills for Supervisors (3 credits; 45 hrs)

MGMT 430: Business Ethics and Social Responsibility (3 credits; 45 hrs)

MGMT 450: Project Management (3 credits; 45 hrs)

Entrepreneurial focus: two of the following electives:

CPSC 101: Introduction to Computing (3 credits; 45 hrs)

ECON 105: Principles of Economics (3 credits; 45 hrs)

MGMT 107: Introduction to Marketing (3 credits; 45 hrs)

MGMT 210: Advertising and Promotion (3 credits; 45 hrs)

MGMT 219: Entrepreneurship: Start up (3 credits; 45 hrs)

MGMT 228: Business Law (3 credits; 45 hrs)

Managerial focus: two of the following electives:

CPSC 101: Introduction to Computing (3 credits; 45 hrs)

FNST 102: Treaties and Aboriginal Rights (3 credits; 45 hrs)

LAND 241: Petroleum Fundamentals (3 credits; 45 hrs)

MGMT 221: Managerial Accounting (3 credits; 45 hrs)

MGMT 228: Business Law (3 credits; 45 hrs)

MGMT 302: Business Sustainability and the Environment (3 credits; 45 hrs)

POLI 200: Politics and Pipelines (3 credits; 45 hrs)

Non-Profit Managerial focus: two of the following electives:

CPSC 101: Introduction to Computing (3 credits; 45 hrs)

FNST 100: Aboriginal Peoples of Canada (3 credits; 45 hrs)

MGMT 107: Introduction to Marketing (3 credits; 45 hrs)

MGMT 228: Business Law (3 credits; 45 hrs)

MGMT 303: Non-Profit Management (3 credits; 45 hrs)

PSYC 224: Organizational Behaviour (3 credits; 45 hrs)

General Academic English Language Proficiency Requirements

1. Overview

English is the language of instruction in all programs at NLC. Thus, it is imperative that NLC students meet minimum English Language Proficiency requirements.

In University Arts and Sciences and additional baccalaureate-level programs, students are required to have English Studies 12, English First Peoples 12, ENGL 050, or an equivalent course. Required final grades are specified by program.

2. Select Baccalaureate-Level Programs

The following English Language Requirement applies to the Associate of Arts Degree (general)¹; to diplomas in Archaeology, Business Management,² Criminology, Interactive Technologies and Game Design, Land and Water Resources, and Social Services Worker; and to certificates in Business Management and University Arts and Sciences.³

A. Domestic students⁴ and students from countries⁵ that practice Standard Written English must have official transcripts demonstrating that they have met one of the following English Requirements with a "B" grade or higher: English Studies 12, English First Peoples 12, English 050, or English 099; alternatively, any university-level English course⁶ with a "C" grade or higher. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.

B. International students and domestic students who received their secondary education in French or another language must show that they have met the NLC English requirement for baccalaureate-level programs specified above by demonstrating one of the following:

- An IELTS result with an overall score of 6.0 or higher with no band less than 6.0. Students with a writing band of 6.0 are required to complete English 099 with a "B" grade or higher in their initial semester. Alternatively, NLC will accept a TOEFL iBT of 78, Canadian Academic English Assessment (CAEL) 60 overall band, Canadian Language Benchmark Assessment (CLBA) 8 in each section, Pearson Test of English (PTE) 57, Michigan English Language Assessment Battery (MELAB) 76, Cambridge-Michigan Language Assessment (CaMLA) 69 plus NLC's Writing Assessment.
- Documented completion of a post-secondary credential that is assessed as equivalent to a similar program from a reputable Canadian institution with its own appropriate English Language Requirement.
- Documented completion of the last two years of full-time Canadian secondary school education in English with a minimum grade of "B" in English 12, English Studies 12, English Literature 12, English 12 First Peoples, or equivalent.
- Completion of NLC's English for Academic Purposes (EAP) 060-level Certificate.

Where international students and domestic students who received their secondary education in French or another language are unable to provide an appropriate IELTS score or equivalent, such students may be conditionally enrolled in an NLC program with permission of the Chair. Upon arrival at NLC, these students will be assessed by the ESL department and transferred to the appropriate level of the EAP program as necessary.

¹Not applicable to the Associate of Arts Degree (Health Studies) or to the Associate of Science Degree.

²Not applicable to the Executive Assistant Diploma.

³Not applicable to the Engineering Certificate, the Engineering Studies Certificate, the General University Arts and Sciences Certificate, the Indigenous Human Services Worker Diploma.

⁴Except those whose secondary education was conducted in French or in another language.

⁵ Australia, England, Ireland, New Zealand, Scotland, Wales, United States of America.

⁶From reputable institutions in Canada or from the above list of countries that practice Standard Written English.