

BUSINESS MANAGEMENT DIPLOMA PROGRAM

Curriculum Guide

(Revised October 2007; May 2008)

PURPOSE

This Business Management Program is designed to provide students with the hands on, participatory, highly collaborative training required to develop the skills, knowledge, and attitudes that will enable them to work in a variety of administrative roles within the business community.

Your employability skills will be a strong focus throughout this program. These are the critical skills, attitudes, and behaviours that you need in the workplace. Having these skills will help you enter or re-enter, stay in, and progress in, the world of work. You will receive practical support to manage your lifetime learning for personal growth and workplace success.

“Being employable depends not only on what you do but how you do it. Going through the motions isn’t enough. Integrating your skills with desirable attitudes and behaviours gives you the greatest opportunities for success.” – Dennis Arnold, National director, Workforce Development, Bank of Montreal

The implementation of this program is based on a problem solving, case study, learner centered approach to education. Students are viewed as responsible, self-determining individuals having the capacity to engage in cooperative, collaborative, team oriented learning with the guidance and support of expert instructors.

“The days of working alone on a well-defined task are over. Today you need to be able to work in teams and handle multiple tasks at the same time. You also need to be adaptable and ready for constant change.” – Elza Seregelyi, President, Elza Seregelyi and Associates Inc.

PROGRAM GOALS

Upon successful completion of this program, graduates will possess the knowledge, skills, and behaviors that will enable them to:

DURING ALL FOUR SEMESTERS – EMPLOYABILITY SKILLS:

- Use fundamental skills such as the ability to communicate, manage information, use information, and think and solve problems.
- Use personal management skills such as the ability to work safely, learn continuously, demonstrate positive attitudes and behaviours, be responsible, and be adaptable.
- Use teamwork skills such as the ability to work with others, and to participate in projects and tasks.

FIRST SEMESTER – COMPUTERIZED BUSINESS APPLICATIONS:

- Troubleshoot technical problems with computers and know how and when to ask for expert assistance; use the internet and email; use MS Windows XP to manage files and folders.
- Use a selection of computer software tools to accomplish a variety of administrative and management tasks that may be required in a 'typical' business environment. These tasks will include communication, information management, and number use.
- Provide excellent customer service and support.

SECOND AND THIRD SEMESTERS – MANAGEMENT SYSTEMS:

- Building on the skills and knowledge gained from the computerized business applications semester, design, write, and 'implement' a plan for management of human resources.
- Using your skills and knowledge from semester one, design, write, and 'implement' a business marketing plan.
- Using your skills and knowledge from semester one, design, write, and 'implement' a financial plan for business
- By integrating your learning from the computerized business applications semester, design, write, and 'implement' an operations management plan.
- Use highly professional business communications in all aspects of the business environment.
- Practice your skills, apply your knowledge, and use appropriate behaviours in a workplace setting (third semester).

FOURTH SEMESTER – ACCOUNTING AND FINANCE:

- Keep an accurate manual financial record of business transactions and use accounting software to present informative financial reports.
- Keep an accurate manual and computerized financial record of payroll calculations; keep necessary records and prepare documentation required by various agencies; calculate and remit moneys to assorted 'stakeholders'; ensure the business organization complies with all regulatory requirements.

PROGRAM OUTLINE

This diploma program is presented in four semesters. Upon successful completion of semesters one, two and three together, and four, you will receive a Certificate (please refer to your student policy manual for description of certificates awarded). Semester one (Computerized Business Applications) is a prerequisite for semesters two and three (Management Systems one and two).

The program is organized into twenty-one courses, including the work experience:

FIRST SEMESTER – COMPUTERIZED BUSINESS APPLICATIONS (12 weeks):

• Discovering Computers	• MS Word Advanced
• MS PowerPoint	• MS Excel
• MS Publisher	• Customer Service
• MS Access	• Employability Skills (includes Thought Patterns and Personality Dimensions)
• MS Word Basic	•

SECOND AND THIRD SEMESTERS – MANAGEMENT SYSTEMS (24 weeks):

• Human Resources Management	• Financial Planning
• Foundations of Operations Management	• Work Experience
• Marketing	• Employability Skills
• Essentials of Business Communications	• Help Desk/Customer Support

FOURTH SEMESTER – ACCOUNTING AND FINANCE (12 weeks):

• Bookkeeping	• Simply Accounting
• Payroll	• QuickBooks

ADMISSION REQUIREMENTS

Applicants must meet all of these entry requirements:

- ✓ Submission of completed application forms
- ✓ A satisfactory entrance interview with a College official
- ✓ Graduation from grade 12 or be 19 years of age or older on the first day of classes
- ✓ Pass a College entrance test (not required of grade 12 graduates)
- ✓ Provide a current résumé

RECOMMENDED STUDENT CHARACTERISTICS

If you aspire to excellence, collaborative learning in a team oriented environment, lifelong learning and the acquisition of the skills, knowledge, and behaviours needed in modern business, then this program is for you. You should be willing to conduct yourself in a professional, ethical, and business-like manner at all times.

You should be willing to engage in class discussion and debate, enjoy reading, research, and study, and be able to write and record information gathered.

PROGRAM DESIGN AND ACTIVITIES

Applicants may choose any one of five different combinations of semesters; each is described below.

Business Management Program

The 48 week (1,200 hours) Business Management Diploma Program is presented in four 12 week semesters with a one week break between. Classes are offered Monday to Friday in the morning (8:00am to 1:00pm) and/or the afternoon (1:00pm to 6:00pm). You will be in class for 25 hours each week (statutory holidays and emergencies excepted). Class times are subject to change. This program requires completion of the Computerized Business Applications, Management Systems (both semesters), and Accounting and Finance certificate programs. Completion of Computerized Business Applications is a prerequisite for Management Systems one and two.

Business Administration Program

The 36 week (900 hours) Business Administration Certificate Program is presented in three 12 week semesters with a one week break between. Classes are offered Monday to Friday in the morning (8:00am to 1:00pm) and/or the afternoon (1:00pm to 6:00pm). You will be in class for 25 hours each week (statutory holidays and emergencies excepted). Class times are subject to change. This program requires completion of the Computerized Business Applications and Management Systems (both semesters) certificate programs. Completion of Computerized Business Applications is a prerequisite for Management Systems one and two.

Office Administration Program

The 24 week (600 hours) Office Administration Certificate Program is presented in two 12 week semesters with a one week break between. Classes are offered Monday to Friday in the morning (8:00am to 1:00pm) and/or the afternoon (1:00pm to 6:00pm). You will be in class for 25 hours each week (statutory holidays and emergencies excepted). Class times are subject to change. This program requires completion of the Computerized Business Applications and Accounting and Finance certificate programs.

Accounting and Finance Program

The 12 week (300 hours) Accounting and Finance Certificate Program is presented in one 12 week semester. Classes are offered Monday to Friday in the morning (8:00am to 1:00pm) and/or the afternoon (1:00pm to 6:00pm). You will be in class for 25 hours each week (statutory holidays and emergencies excepted). Class times are subject to change. This program requires completion of the Accounting and Finance certificate program.

Computerized Business Applications Program

The 12 week (300 hours) Computerized Business Applications Certificate Program is presented in one 12 week semester. Classes are offered Monday to Friday in the morning (8:00am to 1:00pm) and/or the afternoon (1:00pm to 6:00pm). You will be in class for 25 hours each week (statutory holidays and emergencies excepted). Class times are subject

to change. This program requires completion of the Computerized Business Applications certificate program.

Work experience placements will be offered during the third semester (Management Systems) and will be at a variety of sites in the local area. Students will be required to supply their own transportation. There may be off-site field trips arranged during the program as opportunity and resources allow. Students will be required to supply their own transportation for these.

The instructor will use various strategies including lectures, group discussion, student practice, case study and problem solving scenarios, videos, and guest speakers.

Information contained in this curriculum guide is correct at the time of publication. Content of courses and programs is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor will endeavour to provide notice of any changes to students as soon as possible.

RESOURCES

The required textbooks for this program will be distributed as needed during the courses. The instructor will supply other resources such as handouts, library books, and websites.

You will be learning in a well-equipped classroom. Media equipment available includes a TV, VCR, DVD, multimedia projector, and OHP (overhead projector). Computers are equipped with high speed internet access.

ASSESSMENT AND EVALUATION

Student progress and success will be assessed regularly throughout the program. This will be accomplished using a variety of evaluation tools.

The passing grade for all programs is 70%. A minimum of 70% is required on each course. Students will be required to pass all assignments and exams at each level of the program before moving on to the next level.

Final transcripts will record all marks for courses within the program. A separate certificate will be awarded to each student attaining 100% attendance.

FOR FURTHER INFORMATION

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Document control:

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Locations:

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