

Business Management - Certificate



Description

The Olds College Business Management Certificate program prepares graduates for entry level management positions to support local, regional, national and global organizations or to continue further business studies.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Communicate with stakeholders to achieve personal and organizational objectives.
2. Apply strategic leadership skills to achieve organizational objectives
3. Analyze business information to make strategic decisions
4. Apply professional standards to achieve personal and organizational objectives
5. Apply ethical standards to achieve personal and organizational objectives
6. Apply the marketing process to achieve organizational objectives
7. Apply project management principles to achieve organizational objectives

Requirements:

TERM 1

			Course Credits
			(Total Credits:15)
ACT	1011	Accounting Principles I (3-1-0 hrs)	3
This course provides an introduction to financial accounting focusing on the accounting cycle and the preparation of financial statements. Topics include accounting for merchandising activities, internal control, accounting for cash, temporary investments, accounts receivable, inventories, cost of goods sold, and current liabilities.			
BUS	1050	Business Mathematics (3-0-1 hrs)	3
Students develop mathematics skills applicable to practical problems in business, industry and future employment. Topics include presentation of financial information, consumer and commercial credit, simple and compound interest, financial instruments and discounting, annuities, mortgages, loans, sinking funds, depreciation methods, capitalized costs, cash flow analysis, lease versus buy decision, net present value and internal rate of return. This course prepares students for later courses in accounting, marketing, business and finance.			
COM	1020	Workplace Communication (3-0-0 hrs)	3
In this course students develop writing and presentation skills. Students will apply rules of grammar, spelling, punctuation and mechanics in the development of letters, email and short reports as well as other documents relevant to their industry. Students will demonstrate strategies and techniques for creating informative and persuasive presentations.			
ECN	1010	Microeconomics (3-1-0 hrs)	3
The learner prepares for managerial decision making by investigating selected microeconomic theories. The principles of supply and demand, marginal utility theory, key production decisions, the establishment of price, and pricing in factor and resource markets are examined.			
MGT	1000	Principles of Management (3-0-0 hrs)	3
Today's managers perform the functions of planning, organizing, leading and controlling, and must do so within the context and constraints of environmental and social pressure and demands. This course examines the role of the manager and the skills and techniques needed to effectively and efficiently manage the resources of people, money, materials and time to achieve organizational objectives. Throughout this course, students will be required to demonstrate understanding of the			

key principles and functions of management, and to apply these skills in contemporary business situations.

TERM 2

Course Credits
(Total Credits:15)

ACT	1012	Accounting Principles II (3-1-0 hrs)	3
<p>This course is a continuation of ACT 1011 to allow for additional study of accounting at an introductory level. Topics include capital assets, long-term liabilities, partnership accounting, accounting for corporations, financial analysis techniques, as well as the cash flow statement.</p> <p>Pre-requisite : ACT - 1011 :and Pre-requisite : BUS - 1050 :</p>			
CMP	1100	Computer Applications I (3-0-0 hrs)	3
<p>Students will work with a variety of software, including selected Microsoft Office programs, to create and edit business documents. The exploration of various Apps and Web Design applications will provide students with a foundation for application of these technology tools for other courses and the workplace.</p>			
ECN	1020	Macroeconomics (3-1-0 hrs)	3
<p>An introductory course exploring the components and function of a national economy with respect to economic growth, the role of government, fiscal and monetary policy, international trade considerations, and operation of a national banking system.</p>			
MKG	1021	Marketing Principles (3-0-0 hrs)	3
<p>This course develops an understanding of marketing concepts, principles and practices. Topics examined include the influence of environment factors on the marketing process, marketing strategy development, marketing mix formulation and adjustment for pricing, promoting and distributing appropriate products and services to selected markets.</p>			
MGT	1200	Organizational Behaviour (3-0-0 hrs)	3
<p>Students learn to improve organizational effectiveness through the modification of Organizational Behaviour in a fast-paced, globally competitive and technologically complex environment. Contemporary management trends and practices are examined.</p>			
		or	
COM	1030	Workplace Professionalism (3-0-0 hrs)	3
<p>This course introduces students to strategies and techniques for managing self, interacting with others, advancing careers and making ethical decisions. Students develop action plans for professional success, create career documents to demonstrate strengths, skills and abilities and utilize an industry-specific case study to examine ethical issues.</p>			

Graduation Requirements

- Completion of 30 credits
- Completion of all required courses and credits as per Program of Study
- Cumulative program G.P.A. of 2.00 or better
- Satisfactory completion of occupational experience and/or assignment, if required

Changes to this Program

Every effort has been made to ensure that information in this program is accurate at the time of publication. The College reserves the right to change programs if it becomes necessary so that program content remains relevant. In such cases, Olds College will provide clear and timely notice of the changes.

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