

BUSINESS ADMINISTRATION - STUDENT INFORMATION

Enrolling in Continuing Education business courses is often the first step people take on their way to acquiring a NAIT Business Certificate, Diploma or Degree. Many mature learners find the convenience of part-time learning in the evenings/weekends desirable, while others utilize Continuing Education as a bridge between working and going back to school as a full-time student. Continuing Education business courses are offered in cooperation with the JR Shaw School of business and are equivalent to the full-time program business courses.

Visit www.nait.ca/busadmincourses for the most current information.

ONLINE (E-LEARNING) BUSINESS COURSES

Business courses are now available online through eLearning. Please visit www.nait.ca/DistanceLearning or call 780.471.7892 for additional information.

CERTIFICATES

Certificate programs are only available through Continuing Education and consist of 10 business courses (a combination of Year 1 and Year 2 courses).

- Accounting
- Finance
- General Management
- Human Resource Management
- Marketing
- Small Business

DIPLOMAS

Each diploma program consists of 20 business courses - ten Year 1 (100-level) courses common to all diplomas and ten Year 2 (200-level) courses in the field chosen.

- Accounting
- Finance
- Human Resource Management
- Management
- Marketing

COMPLETING A SECOND DIPLOMA OR CERTIFICATE

If you have a Business Diploma in one discipline and wish to obtain a second diploma, you are required to complete a minimum of six new courses including all core courses or electives in the second diploma or certificate.

DEGREES

Degree studies are a logical extension of your education beyond a diploma. Each degree program consists of the equivalent of four years of study, the first two of which may be as diploma studies. Many professional associations require a degree before they will grant a designation (e.g. CGA, CMA and HRIA).

Bachelor of Applied Business Administration - Accounting available in full or part-time. Phone 780.471.8950 for information.

Bachelor of Applied Business - Finance available in full or part-time. Phone 780.471.8858 for information.

Bachelor of Business Administration in Enterprise Management - available in full-time, part-time or online. Phone 780.471.7892 for information.

ENTRANCE REQUIREMENTS

To study in a diploma program you should possess a high school diploma including Math 30 (pure or applied) and English 30. However, if you possess a suitable background of experience and skill level, you may register in the part-time Business Credit courses.

ENGLISH LANGUAGE PROFICIENCY

English is the language of instruction and course work in all programs at NAIT.

Adequate knowledge of written and spoken English is required. If English is your second language (ESL), it is recommended you complete the ESL training prior to registering for business courses. Phone 780.471.7499 for information.

COURSES

Refer to Business Administration - Courses for detailed information.

FALL 2009

Classes begin September 8 and end on December 21.

There will be no classes October 10 to 12 or November 11.

WINTER 2010

Classes begin January 9 and end on April 26.

There will be no classes February 13 to 18 or April 3 to 4.

SPRING 2010

Classes run April 27 to June 16.

There will be no classes May 24.

SUMMER 2010

Classes run June 15 to July 29.

There will be no classes July 1.

STATUTORY HOLIDAYS

If extra classes are needed you will be advised.

CALCULATORS

Only the calculator model specified by the instructor will be allowed for use in examinations and quizzes. Purchase a calculator after your instructor has discussed with you on the first class.

COURSE DROP/ CANCELLATION/ TRANSFER PROCESS

No refund will be given once your course starts.

Application to the registrar, for a refund of fees for dropped courses must be received three full business days prior to the start date of the first class. The tuition fee, minus a \$50 administration fee, will be credited to your student account. Note: This can take four weeks to process by the cash office.

Non-attendance is not accepted as notice of withdrawal. Unless you make application as outlined, you are responsible for the full tuition fee.

For the Fall and Winter Terms only, Course transfers can be made prior to the third scheduled class, space permitting. There will be a \$50 administration fee assessed.

Courses cancelled by NAIT will be refunded.

EXAM POLICY

Exams must be written in class on scheduled dates.

Work commitments as well as business or personal travel are not considered acceptable reasons for examination deferral.

The final examination will be held on the last date of class unless otherwise specified in class by your instructor.

Exam accommodations are only allowed if the reason is valid, as outlined in the exam policy. Documentation, such as medical record or hospital admittance, is required. A fee will be assessed and administered for each provision of this service.

PLAN WISELY

To ensure a successful post secondary experience you should:

- Register early
- Only take as many courses in a term as you are sure you can handle
- Allow for a minimum of 2-3 hours of homework, studying, preparation and research for every hour in class
- Check for prerequisites before you register, see Business Administration - Courses for details
- Plan ahead - many Year 2 courses are only offered once per year
- Keep a record of your successfully completed courses - they will be included in your eligibility when certificate requirements change

REQUEST FOR CERTIFICATION

Certificates must be requested prior to the issuance of a Diploma.

Business Certificates are issued to students who have completed course requirements through the School of Professional & Continuing Education.

When you have completed the course requirements for your certificate or diploma, complete a Request for Certification form which is available online at www.nait.ca/calendars and submit to the Registrar's Office.

CONVOCATION

If you complete your diploma studies by June 30, 2010 you will be eligible to attend convocation in May, 2010. Request and complete the "Request for Certification" form and submit it to the Registrar's Office two months before the graduation ceremony date in May, 2010.

TRANSFER TO DAYTIME BUSINESS PROGRAM

If you plan to transfer from the evening credit program to Semester 2 of the day program, please be aware that priority

is given to students who have successfully completed ACCT106, COMM121, ECON186, ORGB191 and one of MATH117, BLAW161, MARK166.

If you are transferring from the evening credit program to Semester 3 of the day program, please note that priority is given to students who have successfully completed the Year One requirements.

JR SHAW SCHOOL OF BUSINESS AFFILIATIONS

Students who successfully complete NAIT business studies, and meet the mark requirements of various professional associations, may obtain transfer credits from them. Affiliations exist between NAIT and the following organizations and universities, as well as others:

- Canadian Bankers Association
- Canadian Payroll Association
- Canadian Professional Sales Association
- Canadian Securities Commission
- Certified General Accountants Association of Alberta
- Certified Management Accountants of Alberta
- Credit Institute of Canada
- Financial Planners Standards Council
- Human Resources Institute of Alberta
- Project Management Institute
- Purchasing Management Association of Canada
- Athabasca University
- Concordia University College of Alberta
- University of Lethbridge

Consult the Alberta Transfer Guide for additional information regarding other universities.