

## Business

### Aboriginal Entrepreneurship Certificate



**KEYANO**  
COLLEGE  
THE ESSENTIAL ELEMENT



@CampusAlberta.ca

#### Description

The Aboriginal Entrepreneurship Certificate program is designed to allow individuals working in Aboriginal business settings to acquire business skills and knowledge without having to leave their jobs or relocate their families.

#### Receiving CAP Sites

All CAP sites. Delivered online through eCampusAlberta.

#### For Further Information

Aboriginal Entrepreneurship  
Coordinator  
Phone: (780) 791-8967  
E-mail: [aben@keyano.ca](mailto:aben@keyano.ca)

#### To Apply

Office of the Registrar, Keyano College  
8115 Franklin Avenue  
Fort McMurray, AB T9H 2H7  
Phone: (780) 791-4801  
Toll-Free: 1-800-251-1408  
Web site: [www.keyano.ca](http://www.keyano.ca)

#### The main goals of the program are:

- ✓ To foster success in individuals through education and training focused on entrepreneurial knowledge and skills in an Aboriginal context
- ✓ To support the development of successful businesses with an Aboriginal context
- ✓ To contribute to the success of existing Aboriginal and non-Aboriginal businesses with the skills obtained in this program
- ✓ To meet the needs of current entrepreneurs, individuals who wish to become entrepreneurs, and those currently employed
- ✓ To deliver meaningful, practical learning in an Aboriginal context

Current employees of Aboriginal companies will benefit from this program and enhance their opportunities to

advance within their current firms or prepare them to start new businesses. The program will improve their business knowledge and skills in an environment that is supportive and sensitive to the needs of Aboriginals in a business environment.

#### This online program is designed to meet the learning needs of individuals who are:

- ✓ Currently employed or have experience in the workplace
- ✓ Working in Aboriginal businesses that would benefit from additional skills in business and entrepreneurship in support of their organization
- ✓ Experienced in both business and knowledge of their communities
- ✓ In need of a non-traditional delivery format due to work and family commitments

#### Admission Requirements

Applicants must possess an Alberta High School Diploma or equivalent or mature student status.

Mature students (students who are 21 years or older) are encouraged to apply. They may be admitted as special students with a recommendation from a current employer, oil sands industry, or other workplace experience, or based on current entrepreneurial ventures.

All applicants must meet with a Program Coordinator to be accepted into the program and must have Internet access.

**Current Classes:**

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**ABEN100 – Starting Your Own Business** (3 credits)

**ABEN103 – Communications**  
(4 credits)

**ABEN106 – Marketing for New Business Ventures** (3 credits)

**ABEN109 – Personal/Management Skills**  
(3 credits)

**ABEN112 – Finance for Aboriginal Business** (3 credits,)

**ABEN115 – Small Business Accounting and Bookkeeping**  
(5 credits)

**ABEN118 – Business Law**  
(3 credits)

**ABEN121 – Human Resource Issues** (3 credits)

**ABEN124 – E-Commerce for Small Business** (2 credits)

**ABEN127 – The Business Plan**  
(1 credit)

## Business

# Business Administration Diploma



### Description

The Business Administration Diploma program builds upon the conceptual framework developed at the certificate level. The course offering allows for a broad development of managerial and supervisory skills. The four pillars of business knowledge (finance, human resources, operations management and marketing) are explored in depth. The diploma program allows for direct entry to the third year of the University of Lethbridge post-diploma Bachelor of Management Degree, which is available in Lethbridge, Edmonton and Calgary. In addition, the diploma program allows for direct entry to the third year of Royal Roads University's Bachelor of Commerce in Entrepreneurial Management Degree program and Athabasca University's post-diploma Bachelor of Management and Bachelor of Commerce Degree programs. No residency required.

### Entrance Requirements:

Business Administration Year I Certificate

### Career Potential:

Upon completion of a two-year Business Administration Diploma program, students may find employment within business, industry and government in entry level positions.

Graduates of the two-year diploma program will find work opportunities in the following occupational categories/industries:

- ✓ Accounting
- ✓ Sales
- ✓ Front-line supervision or management
- ✓ Hospitality
- ✓ Human resources
- ✓ Aboriginal government
- ✓ Small business

### Transferability:

Graduates of this program may be accepted into:

- ✓ **University of Lethbridge**  
(Bachelor of Management Post Diploma Degree Program, offered at Lethbridge, Edmonton and Calgary campuses)
- ✓ **University of Calgary** (The student may be awarded up to five full course equivalents)
- ✓ **Royal Roads University** (Third year Bachelor of Commerce in Entrepreneurial Management Degree Program)
- ✓ **Thompson Rivers University** (Third year Bachelor of Commerce Degree Programs)
- ✓ **Grant MacEwan University** (Third year Bachelor of Commerce Degree Programs)

### Contact Information

Guy Gervais or Robbie Scott  
Program Contact: 780-623-5681/780-639-0030 (ext. 105)  
Admissions: 1-888-623-5551, Ext. 5580  
Email: [info@portagecollege.ca](mailto:info@portagecollege.ca)  
Web site: [www.portagecollege.ca](http://www.portagecollege.ca)

**Current Classes:****ACCT 211 – Management Accounting**

Prerequisite: ACCT 107, MATH 117  
 Date: Aug 25/11 - Dec 16/11  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$125 (plus shipping)  
 Other fees:  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**ACCT 212 - Computerized Accounting**

Prerequisite: ACCT 106  
 Date: Jan 3/12 - Apr 27/12  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$135 (plus shipping)  
 Other fees:  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**BUSI 211 – Introduction to Electronic Commerce**

Date: Jan 3/12 - Apr 27/12  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$150 (plus shipping)  
 Other fees:  
 Tech Fee: \$163  
 Comprehensive Fee: \$25

**BUSI 221 – Human Resource Management**

Date: Aug 25/11 - Dec 16/11  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$135 (plus shipping)  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**BUSI 222 – Operations Management**

Prerequisite: MATH 118  
 Date: Jan 3/12 - Apr 27/12  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$150 (plus shipping)

Tech Fee: \$63  
 Comprehensive Fee: \$25

**BUSI 223 - Small Business Management**

Prerequisite: MARK 166, ACCT 211  
 Date: Jan 3/12 - Apr 27/12  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$110 (plus shipping)  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**BUSI 225 - Strategic Management**

Prerequisite: Completion of all courses in the first three semesters of the Business Administration Diploma Program.  
 Date: Jan 3/12 - Apr 27/12  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$210 (plus shipping)  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**BUSI 226 - Leadership Development**

Prerequisite: ORGB 192  
 Date: Aug 25/11 - Dec 16/11  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$185 (plus shipping)  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**BUSL 261 - Business Law**

Date: Aug 25/11 - Dec 16/11  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339  
 Textbooks: Approx \$150 (plus shipping)  
 Tech Fee: \$63  
 Comprehensive Fee: \$25

**FINA 211 - Business Finance**

Prerequisite - ACCT 107, MATH 117  
 Date: Aug 25/11 - Dec 16/11  
 Delivered via: Audiographics  
 AB North Cap Site  
 Tuition: \$339

Textbooks: Approx \$150 (plus shipping)  
 Tech Fee: \$63  
 Comprehensive Fee: \$25