

**Business**

## Business

# Aboriginal Entrepreneurship Certificate



### 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.

### Contact Information

Teresa Outhouse, Coordinator  
 Phone: (780) 791-8949  
 Toll-free: 1-800-251-1408  
 Cell: (780) 838-3854  
 Email: [teresa.outhouse@keyano.ca](mailto:teresa.outhouse@keyano.ca)

Melissa Merrigan, Admissions Officer  
 Office of the Registrar  
 Toll-free: 1-800-251-1408  
 Phone: (780) 792-5708  
 e-mail: [melissa.merrigan@keyano.ca](mailto:melissa.merrigan@keyano.ca)  
 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 and supportive and sensitive to the needs of Aboriginals in a business environment.

### Current Classes:

**ABEN100 – Starting Your Own Business** (3 credits, 45 hours)

**ABEN103 – Communications** (4 credits, 60 hours)

**ABEN106 – Marketing for New Business Ventures** (3 credits, 45 hours)

**ABEN109 – Personal Skills** (3 credits, 45 hours)

**ABEN112 – Finance for Aboriginal Business** (3 credits, 45 hours)

**ABEN115 – Small Business Accounting and Bookkeeping** (5 credits, 75 hours)

**ABEN118 – Business Law** (3 credits, 45 hours)

**ABEN121 – Human Resource Issues** (3 credits, 45 hours)

### The 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, and require 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, 21 years of age or older, are encouraged to apply. All applicants must complete either an in person or telephone interview with the program coordinator to be accepted into the program.

**ABEN124 – E-Commerce for Small Business** (2 credits, 45 hours)

**ABEN127 – The Business Plan** (1 credit, 15 hours)

### Fees

Tuition: \$169 per credit plus a \$25 technology fee per course  
 Textbooks: Approx. \$500  
 Additional Costs: \$226

## 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)

## Business

### Current Classes:

#### **ACCT 211 – Management Accounting**

Prerequisite: ACCT 107, MATH 117  
 Date: Aug 26/10 - Dec 17/10  
 Delivered via: Computer conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$152 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **ACCT 212 - Computerized Accounting**

Prerequisite: ACCT 106  
 Date: Jan 4/11 - Apr 29/11  
 Delivered via: Computer conference or available at selected points throughout the year in online format. Contact Business department for details. (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: \$145 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. Fee: \$36

#### **BUSI 211 – Introduction to Electronic Commerce**

Date: Aug 26/10 - Dec 17/10  
 Delivered via: Computer conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$160 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **BUSI 221 – Human Resource Management**

Date: Aug 26/10 - Dec 17/10  
 Delivered via: Computer conference or available at selected points throughout the year in online format. Contact Business department for details. (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$146 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **BUSI 222 – Operations Management**

Prerequisite: MATH 118  
 Date: Jan 4/11 - Apr 29/11  
 Delivered via: Computer conference

(High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$155 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **BUSI 223 - Small Business Management**

Prerequisite: MARK 166, ACCT 211  
 Date: Jan 4/11 - Apr 29/11  
 Delivered via: Computer conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$128 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **BUSI 225 - Strategic Management**

Prerequisite: Completion of all courses in the first three semesters of the Business Administration Diploma Program.  
 Date: Jan 4/11 - Apr 29/11  
 Delivered via: Computer conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$205 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **BUSI 226 - Leadership Development**

Prerequisite: ORGB 192  
 Date: Jan 4/11 - Apr 29/11  
 Delivered via: Computer conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$190 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **BUSL 261 - Business Law**

Date: Aug 26/10 - Dec 17/10  
 Delivered via: Computer Conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$162 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

#### **FINA 211 - Business Finance**

Prerequisite - ACCT 107, MATH 117  
 Date: Aug 26/10 - Dec 17/10

Delivered via: Computer Conference (High Speed Internet required)  
 Tuition: \$364  
 Textbooks: Approx \$162 (plus shipping)  
 Other fees: \$25 registration fee  
 Student Assoc. fee: \$36

## Business Administration Certificate



### Description

The Business Administration Certificate program at Portage College is 32 weeks long and is the first year of the Business Administration Diploma program. Successful completion of Year I at Portage College allows direct entry into Year II of the Business Administration Diploma program at Portage College or other partner institutions.

The program emphasizes the development of study skills, the ability to apply theoretical concepts to real world business situations, computer applications using Microsoft Office Suite software, time management and interpersonal skills. The first year certificate program at Portage College allows students to develop a solid foundation of the fundamental principles of business before continuing into the second year of study. No residency required.

### Entrance Requirements:

- ✓ Grade 12 or equivalent with credit in English 30, 30-1, 30-2 or 33, Math 30 (Applied or Pure) or Math 33 or
- ✓ Successful completion of basic skills admission test (Nelson Denny and Business Math)

### Transferability:

Graduates of this program may be accepted into:

- ✓ **Portage College** – Business Administration Year II
- ✓ **Lakeland College** – Business Administration Year II
- ✓ **Keyano College** – Financial Management Year II
- ✓ **NAIT** – Business Administration Year II
- ✓ **Red Deer College** – Business Administration Year II
- ✓ **SAIT** – Business Administration Year II
- ✓ **Thompson Rivers University** – Diploma in Management Studies

### Some transfer credit is available from:

- ✓ **Athabasca University**
- ✓ **University of Lethbridge**
- ✓ **Concordia University College**
- ✓ **The King's University College**
- ✓ **University of Alberta**
- ✓ **University of Calgary**

### 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)

### Course Availability:

#### ACCT 106 - Accounting I

Date: Aug 26/10 - Dec 17/10

Delivered via: Computer conference (High Speed Internet required)

Tuition: \$364

Textbooks: Approx. \$217 (plus shipping and Financial Calculator)

Other Fees: \$25 registration fee

Student Assoc. fee: \$36

#### ECON 186 - Microeconomics

Date: Aug 26/10 - Dec 17/10

Delivered via: Computer conference or available at points through the year in online, self-paced format (High Speed Internet required)

Tuition: \$364

Textbooks: Approx. \$277 (plus shipping)

Other Fees: \$25 registration fee

Student Assoc. fee: \$36