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# ANSWERS TO YOUR QUESTIONS

## Who should enroll?

Students who like:

- To work with the public;
- To research, process, and transmit data;
- To work with data information technology in the field of business administration (accounting, management, computer applications, and marketing).

## How do I apply for the program?

Applicants must fill out a program application form obtained from the Registrar's Office and forward it to the following address: Registrar's Office, Collège universitaire de Saint-Boniface, 200, de la Cathédrale Avenue, Winnipeg, Manitoba R2H 0H7. Applicant's official high school transcript and the required application fee (\$60 for Canadian citizens and Permanent Residents and \$90 for international students) must be submitted with the completed program application form.

Individuals registering in first year must indicate their choice of study area for the second year.

## Is it possible to work part-time during the two-year program?

It is possible to work part-time but the program's heavy workload is significant and diverse, and effective time management skills are essential. It is well advised to limit the number of paid working hours.

## What are the school year and timetable like?

The school year is made up of two training sessions. In general, the two sessions target classroom learning. The second session ends with experience in a work setting.

Classes are held Monday to Friday between 8:30 a.m. and 6 p.m.

## Are there bursaries available for the program?

CUSB is able to provide quality education at a reasonable cost with a variety of different financial supports such as: the Secretary of State's Bursary Program, the Manitoba Student Aid Program, the CUSB's 2000, 3000, and 4000 Excellence Bursaries and its Bursary Program. ETP'S tuition fees are comparable to any of Manitoba's postsecondary educational institutions.

## **What are the employment prospects?**

Upon completion of this program, graduates will have acquired the professional knowledge and skills which will enable them to find employment in a wide range of challenging careers in large and small businesses in all sectors of the business world. Employment prospects can be found in the private sector companies, in the public sector services (governments, school divisions, hospitals, etc.), in the financial sector, and in industry.

## **Which options are offered within the framework of the program?**

In second year, students elect one of the following options: accounting, marketing, the general program, the university stream and, since fall 2005, the office management option.

### **Accounting option**

Graduates will be able to enjoy a career in one of the many accounting sectors such as: financial accounting, auditing, taxation, management accounting, financial management, and accounting computer applications.

### **Marketing option**

Graduates will be able to enjoy a career in one of the many marketing sectors such as: sales and customer service, retail management, marketing research, advertising, promotion and public relations, marketing computer applications, and product management.

### **General program option**

This option meets the needs of the student who prefers a solid knowledge of all the phases of business administration instead of specializing in a specific area of study.

### **Office management option**

Graduates will be able to take on important duties of a commercial and administrative nature, as well as coordination in the field of administration, office automation, and office management. This program provides an in-depth comprehensive training with emphasis on word-processing, formatting, knowledge of data-processing tools, customer service, interpersonal communication, accounting, marketing, and a good knowledge of written and spoken communication in French and in English. Equally important is the quality, the presentation and the precision of the work in a bilingual setting. Students are trained to communicate in both French and English while in a work experience setting.

## **University Stream**

Students who wish to continue university studies leading to a Baccalauréat en administration des affaires at the Collège universitaire de Saint-Boniface, or a Bachelor of Commerce (Honours) at the University of Manitoba must take a prescribed program of studies to qualify for this option.

## **Can I further my studies in the field once I receive a Business Administration Diploma?**

Graduates in the Accounting option will be able to upgrade their skills through the professional associations of accountants. Certain credits can be applied to professional programs such as those of the Certified General Accountants Association of Canada (CGA) and the Society of Certified Management Accountants of Canada (CMA).

Graduates wishing to continue university studies in Business Administration after earning the ETP diploma can have up to a maximum of 54 credits transferred to the Baccalauréat en administration des affaires at the Collège universitaire de Saint-Boniface, and according to a formalized articulation agreement between CUSB and the University of Manitoba, to the Bachelor of Commerce (Honours) program at the University of Manitoba.

## **What is the program content?**

Please check the next section for the answer to this question. For more information please contact:

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# PROGRAM CONTENT

## Program description

The two-year Business Administration program can open the door to a wide range of careers in one of the many business administration sectors. The purpose of the program is to provide students with comprehensive training to develop the professional skills needed in business administration and its many sectors such as: accounting, management, computer applications, marketing, and office management that will lead to meaningful employment in the field.

Students get to practice their skills in a workplace practicum.

## Entrance requirements

Students must have a Manitoba high school diploma or its equivalent and the following courses: Français 40S or Français 40G, English Language Arts 40S or English Language Arts 40G and one of the following: Mathematics 40S or Mathematics 40G, Applied Mathematics 40S, Pre-Calculus 40S or Consumer Mathematics 40S.

OR

Be considered a mature student, as follows:

- a) Applicants who will be 21 years of age on or before December 31 in their year of registration and who do not meet the high school requirements;
- b) Applicant must be a Canadian citizen or a Permanent Resident;
- c) Applicants who do not meet certain entrance requirements.

The GED (General Educational Development) Certificate as well as the Français 40S or Français 40 G courses and the Mathematics 40S or Mathematics 40G courses or equivalents are highly recommended.

For applicants wishing to pursue the Office Management option, a basic knowledge of the keyboard (a minimum of 20 words per minute) is **highly recommended**.

**Note:** The *Business Administration* program and its courses are subject to change.

## LIST OF COURSES

### Year 1– Session I

AD-102	Business Law.....	45 hours
AD-106	Macro Economics .....	45 hours
AN-102	Business English and Communication I.....	45 hours
	Or	
AN-106	English as a Second Language I L (004.106) .....	45 hours
CO-101	Introductory Accounting I L .....	45 hours
FR-106	Français I L .....	45 hours
IN-103	Information Systems I .....	45 hours

### Year 1 – Session II

AD-206	Micro Economics .....	45 hours
AI-104	Employment Preparation Workshop I .....	15 hours
AN-104	Business English and Communication II.....	45 hours
	OR	
AN-107	English as a Second language II L (004.107) .....	45 hours
CO-102	Introductory Accounting II L .....	45 hours
FR-107	Français II L .....	45 hours
IN-104	Information Systems II .....	45 hours
MK-101	Marketing I.....	45 hours
MA-101	Financial Mathematics .....	45 hours
SP-101	Work Experience I .....	4 weeks
	OR	
CP-101	Co-operative Work Experience .....	4 months

*Please note that the students who elect the Office Management option should choose the AN-102 and AN-104 courses in first year. If a student registers for the AN-106 and AN-107 courses instead, the AN-102 and AN-104 courses must be taken concomitantly with the AN-204 and CC-202 courses in second year.*

## Year II – Session I

**Required courses for the following options: Accounting, Marketing, General Program, and University Stream. (For the Office Management option, please see the list of courses below.)**

AD-207	Management.....	45 hours
AD-211	Organizational Behavior.....	45 hours
FR-204	Communication orale.....	45 hours
MA-201	Quantitative Methods.....	45 hours

*In addition to the above compulsory courses, students must choose as electives three (3) courses per session from one of the following options (Accounting, Marketing, General Program or University Stream) or all the courses of the Office Management option.*

### **ACCOUNTING option**

CO-201	Intermediate Accounting I.....	45 hours
CO-205	Cost Accounting I.....	45 hours
FI-201	Financial Management I.....	45 hours

### **MARKETING option**

MK-201	Marketing II.....	45 hours
MK-206	Advertising, Promotion and Public Relations.....	45 hours
MK-207	Sales and Customer Service.....	45 hours

### **GENERAL PROGRAM option**

AN-204 <sup>1</sup>	Business Communication.....	45 hours
CC-201 <sup>1</sup>	Business Correspondence I.....	45 hours
CO-201	Intermediate Accounting I.....	45 hours
CO-205	Cost Accounting I.....	45 hours
DT-203 <sup>1</sup>	Desktop Publishing.....	45 hours
DT-205 <sup>1</sup>	Word Processing I.....	45 hours
FI-201	Financial Management I.....	45 hours
MK-201	Marketing II.....	45 hours
MK-206	Advertising, Promotion and Public Relations.....	45 hours
MK-207	Sales and Customer Service.....	45 hours

### **UNIVERSITY STREAM option**

CO-205	Cost Accounting I.....	45 hours
FI-201	Financial Management I.....	45 hours
MK-201	Marketing II.....	45 hours

### **OFFICE MANAGEMENT option (Courses below are compulsory in Session I)**

AD-207	Management.....	45 hours
AD-211	Organizational Behavior.....	45 hours
AN-204	Business Communication.....	45 hours
CC-201	Business Correspondence I.....	45 hours
DT-203	Desktop Publishing.....	45 hours
DT-205	Word Processing I.....	45 hours
FR-204	Communication orale.....	45 hours

<sup>1</sup> Courses available in the current timetable.

## Year II – Session II

**Required courses for the following options: Accounting, Marketing, General Program, and University Stream. (For the Office Management option, please see the list of courses below.)**

AD-208	Entrepreneurship .....	45 hours
AD-210	Human Resource Management.....	45 hours
AI- 201	Employment Preparation Workshop II .....	15 hours
FI-205	Taxation .....	45 hours
IN-202	Microcomputer Accounting.....	45 hours
SP-201	Work Experience II .....	4 weeks

***In addition to the above compulsory classes, students must choose as electives three (3) courses per session from one of the following options (Accounting, Marketing, General Program or University Stream) or all the Office Management option courses.***

### **ACCOUNTING option**

CO-202	Intermediate Accounting II.....	45 hours
CO-206	Cost Accounting II .....	45 hours
FI-202	Financial Management I .....	45 hours

### **MARKETING option**

MK-202	Retail Sales .....	45 hours
MK-203	New Technologies in Marketing .....	45 hours
MK-205	Marketing Research .....	45 hours

### **GENERAL PROGRAM option**

AD-209 <sup>2</sup>	Integration Project .....	45 hours
AD-212 <sup>2</sup>	Effective Management.....	45 hours
CC-202 <sup>2</sup>	Business Correspondence II.....	45 hours
CO-202	Intermediate Accounting II .....	45 hours
CO-206	Cost Accounting II.....	45 hours
DT-206 <sup>2</sup>	Word Processing II .....	45 hours
FI-202	Financial Management II .....	45 hours
MK-202	Retail Sales.....	45 hours
MK-203	New Technologies in Marketing.....	45 hours
MK-205	Marketing Research.....	45 hours

### **UNIVERSITY STREAM option**

CO-206	Cost Accounting II .....	45 hours
FI-202	Financial Management II .....	45 hours
MK-205	Marketing Research .....	45 hours

### **OFFICE MANAGEMENT option (Courses below are compulsory in Session II)**

AD-208	Entrepreneurship .....	45 hours
AD-209	Integration Project .....	45 hours
AD-210	Human Resource Management.....	45 hours
AD-212	Effective Management.....	45 hours
AI-201	Employment Preparation Workshop II.....	15 hours
CC-202	Business Correspondence II .....	45 hours
DT-206	Word Processing II .....	45 hours
MK-203	New Technologies in Marketing .....	45 hours
SP-201	Work Experience II.....	4 weeks

<sup>2</sup> Courses available in the current timetable.