



Northern College's Business programs lead to various jobs and careers in business, government or non-profit organizations. Courses deal with Canadian firms and organizations in a global setting. Students will learn to apply business theory and concepts while studying small business and non-profit operations and high-profile companies. They will also get hands-on experience in job placements and possible co-op work terms.

Features and Highlights

- Transferring credits and getting advanced standing in degree programs are easy with the many partnerships Northern College has with a number of universities.
- A common first year means that students can finish with a certificate in one year, or choose to continue and specialize in any one of five Business program options for a two- or three-year diploma.
- Common courses between Business, Office Administration, and Community Economic and Social Development programs allow students to transfer easily between programs.
- Double diploma options are available.
- Study full-time, part-time, in class or through distance education, or choose a combination of methods to suit your needs.

New!

Financial Services Practitioner pending Ministry approval.
Check website for updates
www.northernnc.on.ca

Programs

- Management and Business
- Business Administration
- Business - Accounting
- Business Administration – Accounting
- Business Administration – Human Resource Management
- Business Administration - Information Systems
- Business – Marketing
- Community Economic and Social Development Worker
- Community Economic and Social Development Administration
- Office Administration – General
- Office Administration – Executive
- Public Administration

Length	2 Semesters 4 Semesters 6 Semesters
Location(s)	(PC) Timmins (KL) Kirkland Lake (HL) Haileybury (CK) Contact North (OL) Open Learning
Code(s)	Management Certificate 2 Semesters NORT-B224-PC NORT-B224B-PC* NORT-B225-KL NORT-B226-HL NORT-B232-CK NORT-B231-OL Business Diploma 4 Semesters NORT-B005-PC NORT-B005B-PC* NORT-B028-KL NORT-B028B-KL* NORT-B026-HL NORT-B205-CK NORT-B035-OL Business Administration 6 Semesters NORT-B001-PC * (January 2010)

Management Certificate

This one-year program is a recent addition to Northern College's Business options. Students will increase their job opportunities or jump start a business career by gaining basic skills in marketing, accounting, computer applications, human resource management and other business-related areas.

Business (two years) and Business Administration (three years)

Should students decide to continue their studies in either the two-year Business Diploma program or the three-year Business Administration Diploma program, they can choose a combination of courses to suit their own interests and needs. They will be able to select courses from the other Business program options offered – Accounting, Marketing, Community Economic and Social Development, or Human Resource Management.

In the business world, solid accounting skills combined with marketing strategy and creativity are in high demand. By selecting a combination of electives from the marketing and accounting areas, students can actually customize a management program to fit their interests and strengths.

January Intake (with sufficient enrolment)

Northern College also accepts Business students in the Winter Semester that starts each January. When students start a Business program in January, they will be required to complete the second semester offered during the summer. They will then begin the second year of a program option in the fall semester after approximately a one-month break. Apply to program code: Timmins (Porcupine Campus) NORT-B005B PC

Employment Opportunities

Graduates of the one-year Management Certificate program may choose to continue in any of the other Business diploma programs offered or they may enter the work force with a foundation in basic business skills.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

For program information:

Haileybury Campus
Gerry Bilodeau
Program Coordinator
705-672-3376 ext. 8822
bilodeaug@northern.on.ca

Kirkland Lake Campus and Contact North
Michael Studd
Program Coordinator
705-567-9291 ext. 633
studdm@northern.on.ca

Open Learning
Nicole Thibeault
Distance Learning Coordinator
705-235-3211 ext. 2409

Porcupine Campus
Wendy Charlebois
Program Coordinators
705-235-3211 ext. 2243
charleboisw@northern.on.ca

Business and Management continued.

Program of Studies

Management Certificate

Semester I

AC1004	Accounting I
GN1163 or BU1133	Introduction to Business Management and Organizational Behaviour
CM1903-A	Communications I
GN1082	College Success (CK/HL/KL)
IN1013	Computer Applications I (CK/HL/KL)
IN1093	Computer Applications for Business and Technology (PC)
MA1004	Mathematics of Finance I
MR1033	Introduction to Marketing I

Semester II

AC2004	Accounting II
BU2003	Human Resource Management I
CM2903-A	Communications II
IN2013	Computer Applications II (CK/HL/KL)
EL1003	Elective 1
IN2313	Software Applications II (PC)
MA2033	Mathematics of Finance II
MR2014	Introduction to Marketing II

Business (two-year diploma)

Semesters I & II

Same as Management Certificate

Semester III

BU3013	Macroeconomics
BU3043	Purchasing & E-Procurement
CM3103	Report Writing I
IN4143	Database

Electives (2)

– Some of the choices are as follows:

AC3004/AC3024	Accounting Applications I (all campuses) / Accounting Information Systems (PC only)
AC3033	Accounting III (all campuses)
BU3053	Entrepreneurial Skills (CK/HL/KL)
BU3063	Business Law (CK/HL/KL)
MR3003	Retailing and E-Commerce (CN)
MR3043	Advertising in the new Economy (CN)
MR3053	Internet Marketing (CN)
SE1004	Community Economic Development I (CK/HL/KL)
SE3013	Interpersonal and Group Dynamics (CK/HL/KL)
SE1003	Leadership (CK/HL/KL)
GN2133	Law and Ethics (PC only)
IN3093	Desktop Publishing
GN1063	Occupational Health and Safety

Note: Other business related courses may be considered.

Semester IV

AC4053	Financial Management I
BU4013	Microeconomics
CM4102	Report Writing II
MA4004	Business Statistics I

Electives (2) -

- Some of the choices are as follows:

AC4004	Intermediate Accounting I (all campuses)
AC4034	Management Accounting I (all campuses)
BU6074	Management of Non-Profit Organizations (CK/HL/KL)
MR4043	Market Research (CN)
MR4114	Sales and Salesmanship (CN)
MR6053	E-Business II and International Marketing (CN)
SE3004	Community Social Development I (CK/HL/KL)
SE5033	Aboriginal Social and Economic Development I (CK/HL/KL)
SE6023	Conflict Management and Dispute Resolution (CK/HL/KL)
BU2023	Human Resources Planning and Development

Note: Other business related courses may be considered.

All electives are subject to prerequisite requirements.

Business Administration (three-year diploma)

Semesters I, II, III, IV

Same as two-year Business program

Semester V

AC5064	Taxation
BU5003	Operations Management

Electives (3)

- Some of the choices are as follows:

AC5005	Intermediate Accounting II
AC5033	Management Accounting II
AC5053	Financial Management II
GN2133	Law and Ethics
IN3093	Desktop Publishing (PC only)
MR3003	Retailing and Electronic Commerce (CN)
MR3043	Advertising in the New Economy (CN)
MR3053	Internet Marketing (CN)
BU2054	Training and Development
BU2093	Industrial Relations

Note: Other business related courses may be considered.

Semester VI

BU6003	Investments
BU6021	Business Placement
IN6334	Information Systems

Electives (2)

AC6004	Intermediate Accounting III
AC6033	Accounting Applications II
BU4063	Introduction to Small Business (PC only)
MA6033	Business Statistics II
MR4043	Market Research (CN)
MR4114	Sales and Salesmanship (CN)
MR6053	E-Business II & International Marketing (CN)
BU1083	Compensation Management
BU1153	Recruitment and Selection

Note: Other business-related courses may be considered.

All electives are subject to prerequisite requirements.

Length	4 Semesters
Location(s)	(PC) Timmins (HL) Haileybury (KL) Kirkland Lake (CK) Contact North
Code(s)	NORT-B006 - PC NORT-B095 - HL NORT-B104 - KL NORT-B207 - CK Contact North (KL)

Key business decisions are based on the financial information provided by accountants. Is the business successful? What is its true financial condition? Financial records say a lot about a business or other type of organization.

The Business – Accounting option will give students the skills to handle a variety of accounting situations. As part of a management team, graduates will help gather, organize and analyze financial data, administer accounting systems, and advise on accounting problems.

Courses in the first two semesters will introduce students to accounting principles. They will also take courses in marketing, human resources management, math, and business to provide themselves with a solid foundation for their chosen career.

During the third and fourth semesters, subjects started in the first year will be expanded and new ones will be added. Students will also practice accounting procedures using both manual and computerized accounting software programs.

Upon graduation, students may choose to continue their studies to obtain the Certified General Accountant (CGA) professional accreditation. Many Northern College graduates have applied the credits obtained in the Accounting program toward the professional CGA designation.

The Canadian Payroll Association and the Canadian Institute of Bookkeeping also recognize these Northern College courses.

Employment Opportunities

Graduates will find employment in business and industry, accounting firms, non-profit organizations or government agencies often at rewarding levels of responsibility

Admission Requirements

Ontario Secondary School Diploma (OSSD)

Grade 12 English (C, M, U)

Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Program of Studies

Semester I

AC1004	Accounting I
BU1133	Introduction to Business Management and Organizational Behavior
CM1903-A	Communications I
GN1082	College Success (CK/HL/KL)
IN1013	Computer Applications I (CK/HL/KL)
IN1093	Computer Applications for Business and Technology (PC)
MA1004	Mathematics of Finance I
MR1033	Introduction to Marketing I

Semester II

AC2004	Accounting II
BU2003	Human Resource Management I
CM2903-A	Communications II
IN2013	Computer Applications II (CK/HL/KL)
IN2313	Software Applications II (PC)
MA2033	Mathematics of Finance II
MR2014	Introduction to Marketing II
EL1003	Elective I

Semester III

AC3004	Accounting Applications I
AC3033	Accounting III
BU3013	Macroeconomics
BU3043	Purchasing and E-Procurement
CM3103	Report Writing I
IN4143	Database

Semester IV

AC4004	Intermediate Accounting I
AC4034	Management Accounting I
AC4053	Financial Management I
BU4013	Microeconomics
CM4102	Report Writing II
MA4004	Business Statistics I

Business Administration - Accounting

Northern's three-year Accounting diploma program will propel the student's career in accounting by taking him or her through in-depth study and practice. This is a solid Accounting program with a special focus on giving students the technical know-how and practical experience in various accounting procedures and systems. Students will start by building a strong foundation in traditional accounting skills before moving on to computerized accounting applications.

In the first year, students will complete a series of core courses covering different functional areas of business administration. These courses will equip them with the basic business and communication skills demanded by business.

Employers look for hands-on experience even when hiring recent graduates. So, once into their second year, students will take highly specialized and practical accounting courses. The courses feature assignments that simulate real-life applications of accounting principles and techniques.

Students' education will be broadened by other practical business courses aimed at developing management skills.

In the sixth semester, students will go on a six-week business work placement to practice what they have learned and to gain valuable work experience, all the while networking with potential employers.

Upon graduation, students may pursue professional accounting accreditation such as the Certified General Accountant (CGA) designation. They will be able to apply the credits obtained in Northern's Business Administration - Accounting program towards the professional CGA designation. The Canadian Payroll Association and the Canadian Institute of Bookkeeping also recognize these courses.

Employment Opportunities

Typical jobs include general accountant, accounting technician, cost accountant, or internal auditor for both government and industry. Students may also apply their combined studies in accounting and business to other areas, such as accounts receivable/ payable, inventory control, payroll, credit/ collections, capital asset management, accounting information systems, etc. in profit and non-profit organizations.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

For program information:

Haileybury Campus

Gerry Bilodeau
Program Coordinator
705-672-3376 ext. 8822
bilodeaug@northern.on.ca

Kirkland Lake Campus and Contact North

Michael Studd
Program Coordinator
705-567-9291 ext. 633
studdm@northern.on.ca

Porcupine Campus

Wendy Charlebois
Program Coordinator
705-235-3211 ext. 2243
charleboisw@northern.on.ca

Length	6 Semesters
Location(s)	(PC) Timmins (KL) Kirkland Lake (HL) Haileybury (CK) Contact North
Code(s)	NORT-B002 - PC NORT-B029 - KL* NORT-B106 - HL* NORT-B253 - CK* (*with sufficient enrolment)

Program of Studies

Semester I

AC1004	Accounting I
BU1133	Introduction to Business Management and Organizational Behavior
CM1903-A	Communications I
GN1082	College Success (CK/HL/KL)
IN1013	Computer Applications I (CK/HL/KL)
IN1093	Computer Applications for Business and Technology (PC)
MA1004	Mathematics of Finance I
MR1033	Introduction to Marketing I

Semester II

AC2004	Accounting II
BU2003	Human Resource Management I
CM2903-A	Communications II
IN2013	Computer Applications II (CK/HL/KL)
EL1003	Elective I
IN2313	Software Applications II (PC)
MA2033	Mathematics of Finance II
MR2014	Introduction to Marketing II

Semester III

AC3004	Accounting Applications I
AC3033	Accounting III
BU3013	Macroeconomics
BU3043	Purchasing and E-Procurement
CM3103	Report Writing I
IN4143	Database

Semester IV

AC4004	Intermediate Accounting I
AC4034	Management Accounting I
AC4053	Financial Management I
BU4013	Microeconomics
CM4102	Report Writing II
MA4004	Business Statistics I

Semester V

AC5005	Intermediate Accounting II
AC5033	Management Accounting II
AC5053	Financial Management II
AC5064	Taxation
BU5003	Operations Management
GN2133	Law and Ethics

Semester VI

AC6004	Intermediate Accounting III
AC6033	Accounting Applications II
BU6003	Investments
BU6021	Business Placement
IN6334	Information Systems
MA6033	Business Statistics II



Business Administration – Human Resource Management

Length	6 Semesters
Location(s)	(PC) Timmins
Code(s)	NORT-B264 - PC

Program of Studies

Semester I

AC1004	Accounting I
BU1133	Intro. to Business and Organizational Behaviour
CM1903-A	Communications I
IN1093	Computer Applications for Business and Technology
MA1004	Mathematics of Finance I
MR1033	Introduction to Marketing I

Semester II

AC2004	Accounting II
BU1074	Principles of Human Resource Management
BU3013	Macroeconomics
CM2903-A	Communications II
EL1003	Elective I
IN2313	Software Applications II
MA2033	Mathematics of Finance II
MR2014	Introduction to Marketing II

Semester III

BU3043	Purchasing and E-Procurement
CM3103	Report Writing I
AC3033	Accounting III
IN4143	Database
GN1063	Occupational Health and Safety

Semester IV

AC4053	Financial Management I
BU4013	Microeconomics
CM4102	Report Writing II
AC4034	Management Accounting I
BU2023	Human Resources Planning and Development
MA4004	Business Statistics I

Semester V

AC5053	Financial Management II
AC5033	Management Accounting II
GN2133	Law and Ethics
BU2054	Training and Development
BU2093	Industrial Relations

Semester VI

BU6003	Investments
IN6334	Information Systems
BU1083	Compensation Management
BU1153	Recruitment and Selection
BU6021	Business Placement

For program information:

Wendy Charlebois
Professor, Business Department
(705) 235-3211 ext.2243
charleboisw@northern.on.ca

Human resource management (HRM) is the planned approach to the management of an organization's most valued assets – the employers and employees who contribute to the achievement of the objectives of the business.

The goal of human resource management is to help an organization to meet strategic goals by attracting and maintaining employees, and also to manage them effectively.

Human resource management comprises several processes. These processes can be performed in an HR department, but some tasks can also be outsourced or performed by line-managers or other departments.

These tasks include:

- Workforce planning
- Recruitment
- Induction and orientation
- Skills management
- Training and development
- Personnel administration
- Compensation in wage or salary
- Time management
- Travel management
- Employee benefits administration
- Personnel cost planning
- Performance appraisal

Employment Opportunities

Graduates of the three-year Business Administration – Human Resource Management program are prepared to perform staffing, appraisal, training, employee relations, health and safety, and benefits and compensation administration functions. They are also able to apply communication, information technology, teamwork, change management, and research skills to support the human resources activities of an organization. In addition, graduates are able to perform a number of more complex functions including applying principles of financial analysis and control to support a variety of management functions, collaborating in the design of an organization's human resources plan, and participating in the preparation of an organization's business plan.

Upon graduation, students may work in a broad range of employment settings in all sectors of business and industry, both domestic and international, including manufacturers, retailers, banks and other financial institutions, medical facilities, government offices, human resources consulting firms, and other large and small businesses. Students may also choose to continue their studies to obtain the CHRP (Certified Human Resources Professional) designation of the HRP (Human Resources Professional Association of Canada). Students may transfer course credits towards this certification.

Admission Requirements

Ontario Secondary School Diploma (OSSD)

Grade 12 English (C, M, U)

Grade 12 Math (C, M, U)

Or equivalent

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Business Administration - Information Systems

Computers are now used in literally every aspect of society and there will always be a need for people skilled in their use. Information Systems is a combination of computer skills and business skills.

Northern's Information Systems program covers information management and systems development. Information management consists of the storage, maintenance, processing and presentation of information. Systems development is about developing different uses for computers and using computer software to meet the special needs of business and industry, as well as to solve their specific problems.

Information Systems blends courses from business and computer studies to give students a wide range of skills. By taking business courses, students will be able to better understand the needs and problems of business-based computer users. By taking courses from the Computer Science Technology program, they will learn how to solve computer and operating system and security problems and help users with new computer techniques.

Double Diploma

By taking just a few extra courses, students may also obtain a second diploma in Business -Marketing or Business -Accounting.

Employment Opportunities

Graduates can look forward to very rewarding employment in positions, such as software analyst, business systems analyst, information officer, financial analyst, information security analyst, solutions architect, operations manager, and more.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Length	6 Semesters
Location(s)	(PC) Timmins
Code(s)	NORT-T060 - PC

Program of Studies

Semester I

GN1163	Introduction to Business and Organizational Behaviour
CM1903-A	Communications I
GN1033	Health and Safety
IN1104	IT Essentials I
IN1105	Introduction to Programming
IN1093	Computer Applications for Business and Technology
MA1004	Mathematics of Finance I

Semester II

BU2003	Human Resource Management I
CM2903-A	Communications II
IN2104	IT Essentials II
IN2105	Markup Languages
IN2313	Software Applications II
MA2033	Mathematics of Finance II

Semester III

AC1004	Accounting I
CM3103	Report Writing I
IN3193	Database Management
IN3244	Operating Systems I
IN3324	Cisco Networking I
MR1033	Introduction to Marketing I

Semester IV

AC2004	Accounting II
CM4102	Report Writing II
IN4105	Internet Programming
IN4254	Operating Systems II
IN4324	Cisco Networking II
MR2014	Introduction to Marketing II

Semester V

AC3024	Accounting Information Systems
BU3013	Macroeconomics
BU3043	Purchasing and E-Procurement
GN2133	Law and Ethics
IN4054	Systems Administration
IN5324	Cisco Networking III

Semester VI

BU4013	Microeconomics
IN6003	Systems Analysis
IN6324	Cisco Networking IV
MA4004	Business Statistics I

For program information:

Wendy Charlebois
Program Coordinator
705-235-3211 ext. 2243
charleboisw@northern.on.ca

Length	4 Semesters
Location(s)	(PC) Timmins (HL) Haileybury (KL) Kirkland Lake (CN) Contact North
Code(s)	NORT-B094 – HL NORT-B105 – KL NORT-B007 – PC NORT-B266 – CN

Program of Studies

Semester I

AC1004	Accounting I
BU1133	Introduction to Business Management and Organizational Behaviour
CM1903-A	Communications I
IN1093	Computer Applications for Business and Technology (PC)
IN1013	Computer Applications I (CN)
GN1082	College Success
MA1004	Mathematics of Finance I
MR1033	Introduction to Marketing I

Semester II

AC2004	Accounting II
BU2003	Human Resource Management
CM2903-A	Communications II
IN2313	Software Applications II (PC)
MA2033	Mathematics of Finance II
MR2014	Introduction to Marketing II
IN2013	Computer Applications II (CN)

Semester III

BU3013	Macroeconomics
BU3043	Purchasing and E-Procurement
CM3103	Report Writing I
IN4143	Database
MR3003	Retailing and Electronic Commerce
MR3043	Advertising in the New Economy
MR3053	Internet Marketing

Semester IV

AC4053	Financial Management I
BU4013	Microeconomics
CM4102	Report Writing II
MA4004	Business Statistics I
MR4043	Market Research
MR4114	Sales and Salesmanship
MR6053	E-Business II and International Marketing

For program information:

Wendy Charlebois
Program Coordinator
705-235-3211 ext. 2243
charleboisw@northern.on.ca

By connecting businesses and consumers into a single global market, the Internet has become a powerful marketing tool.

Northern's Business – Marketing program is angled towards E-commerce and is designed to equip students with an array of high-tech marketing skills. They will learn how to sell ideas and services in the web environment, use web resources, prospect and generate sales through the Internet, develop Internet marketing plans and apply a wide variety of Internet marketing tools.

The first year of this program will provide students with a solid and essential foundation in business. In the second year, they will be immersed in the world of marketing and E-commerce.

A number of Northern's Business courses are recognized by professional organizations for certification and professional designations.

Canadian Professional Sales Association (CPSA) - Certified Sales Professional (CSP) designation
Retail Council of Canada
Purchasing Management Association of Canada (PMAC)
Canadian Institute of Marketing
Canadian Direct Marketing Association (CDMA)

Employment Opportunities

E-Commerce (or E-Marketing) is more than marketing through web sites. Customer Relationship Management (CRM), database and non-web Internet marketing, such as email and newsgroups, wireless technology, and text messaging, and Web TV are just a few of the areas in which students could work as graduates of this program.

Work is available in retail, consumer product sales, and merchandising outlets, as well as financial institutions, service-related firms, non-profit agencies and government institutions.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Community Economic and Social Development Worker

Students will acquire the skills, knowledge and training necessary for a career in the rapidly growing field of community economic and social development (CESD). The focus is on putting theory into practice in small, primarily rural and remote communities throughout Northern Ontario. This enables students to contribute directly to the quality of life in their own communities and provides them with skills transferable to community development initiatives around the world.

The CESD program draws on knowledge from many disciplines, including business, development studies, and the social sciences. Successful CESD depends on involving community members at the grassroots level, with an emphasis on developing the talents, abilities and characters of all members of the community. The unique combination of business, economic, and social skills and knowledge delivered by this program is therefore essential for preparing students for a successful career. Graduates of this program are well placed to take advantage of the growing demand for employees with this type of training, or to become employers in charge of their own development or entrepreneurial projects.

Employment Opportunities

Graduates find employment with private or public agencies, such as governments, and non-profit community organizations, or pursue careers as social and economic development officers in both Native and non-Native communities. In addition, graduates can create their own entrepreneurial or community development opportunities, and are able to put their skills and knowledge to work in other countries through international development projects. Graduates also have the option to continue their education at the university level through the CESD program at Algoma University College, and to pursue further certification through Economic Developers' Association of Canada (EDAC) or the Council for Advancement of Native Development Officers (CANDO).

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Length	4 Semesters
Location(s)	(KL) Kirkland Lake (CK) Contact North (HL) Haileybury
Code(s)	NORT-B238 - KL NORT-B240 - CK NORT-B244 - HL

Program of Studies

Semester I

AC1004	Accounting I
CM1903-A	Communications I
GN1082	College Success
IN1013	Computer Applications I
MR1033	Introduction to Marketing I
SE1004	Community Economic Development I
SE3013	Interpersonal and Group Dynamics

Semester II

AC2004	Accounting II
CM2903-A	Communications II
IN2013	Computer Applications II
MR2014	Introduction to Marketing II
SE3004	Community Social Development I
SE5033	Aboriginal Social and Economic Development I
SE6023	Conflict Management and Dispute Resolution

Semester III

BU1133	Introduction to Business Management and Organizational Behaviour
BU3013	Macroeconomics
BU3053	Entrepreneurial Skills
BU3063	Business Law
SE1003	CESD Topics - Leadership
SE2004	Community Economic Development II
SE6013	First Nations Social and Economic Development II

Semester IV

AC4034	Management Accounting I
AC4053	Financial Management I
BU6074	Management of Non-Profit Organizations
MR4043	Market Research
SE4003	Government Funding & Community Resources
SE4004	Community Social Development II
SE4012	CESD Topics – Social Entrepreneurship

For program information:

Haileybury Campus
Gerry Bilodeau
Program Coordinator
705-672-3376 ext. 8822
bilodeaug@northern.on.ca

Kirkland Lake Campus and Contact North
Michael Studd
Program Coordinator
705-567-9291 ext. 633
studdm@northern.on.ca

Community Economic and Social Development Administration

Length	6 Semesters
Location(s)	(KL) Kirkland Lake (HL) Haileybury (CK) Contact North
Code(s)	NORT-B239 - KL NORT-B245 - HL NORT-B241 - CK (with sufficient enrolment)

Students will acquire the skills, knowledge and training necessary for a career in the rapidly growing field of community economic and social development (CESD). The focus is on putting theory into practice in small, primarily rural and remote communities throughout Northern Ontario. This enables students to contribute directly to the quality of life in their own communities and provides them with skills transferable to community development initiatives around the world.

The CESD program draws on knowledge from many disciplines, including business, development studies, and the social sciences. Successful CESD depends on involving community members at the grassroots level, with an emphasis on developing the talents, abilities and characters of all members of the community. The unique combination of business, economic, and social skills and knowledge delivered by this program is therefore essential for preparing students for a successful career. Graduates of this program are well placed to take advantage of the growing demand for employees with this type of training, or to become employers in charge of their own development or entrepreneurial projects.

The three-year program provides students with more detailed knowledge and advanced skills in CESD than in the two-year program. Third-year students are also directly involved in CESD project, fieldwork, or placement opportunities throughout Northern Ontario that benefit both the student and the community in which the practical experience is gained.

Employment Opportunities

Graduates find employment with private or public agencies, such as governments, and non-profit community organizations, or pursue careers as social and economic development officers in both Native and non-Native communities. In addition, graduates can create their own entrepreneurial or community development opportunities, and are able to put their skills and knowledge to work in other countries through international development projects. Graduates also have the option to continue their education at the university level through the CESD program at Algoma University College, and to pursue further certification through Economic Developers' Association of Canada (EDAC) or the Council for Advancement of Native Development Officers (CANDO).

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Program of Studies

Semester I

AC1004	Accounting I
CM1903-A	Communications I
GN1082	College Success
IN1013	Computer Applications I
MR1033	Introduction to Marketing I
SE1004	Community Economic Development I
SE3013	Interpersonal and Group Dynamics

Semester II

AC2004	Accounting II
CM2903-A	Communications II
IN2013	Computer Applications II
MR2014	Introduction to Marketing II
SE3004	Community Social Development I
SE5033	Aboriginal Social and Economic Development I
SE6023	Conflict Management and Dispute Resolution

Semester III

BU1133	Introduction to Business Management and Organizational Behaviour
BU3013	Macroeconomics
BU3053	Entrepreneurial Skills
BU3063	Business Law
SE1003	CESD Topics - Leadership
SE2004	Community Economic Development II
SE6013	First Nations Social and Economic Development II

Semester IV

AC4034	Management Accounting I
AC4053	Financial Management I
BU6074	Management of Non-Profit Organizations
MR4043	Market Research
SE4003	Government Funding & Community Resources
SE4004	Community Social Development II
SE4012	CESD Topics – Social Entrepreneurship

Semester V

AC3004	Accounting Applications I, or Database
IN4143	Database
CM3103	Report Writing I
MR3003	Retailing & E-Commerce
SE3023	CESD Topics – Asset Based Community Development
SE5004	Municipal Administration, Law and Finance
SE5008	Social and Economic Development I – Project / Seminar
SE5023	Project Planning and Management

Semester VI

BU6113	Small Business Management
CM4102	Report Writing II
MR4114	Sales and Salesmanship
SE5043	CESD Topics – Rural Development
SE6003	Development Research & Statistics
SE6008	Social and Economic Development II - Placement

For program information:

Haileybury Campus
Gerry Bilodeau
Program Coordinator
705-672-3376 ext. 8822
bilodeaug@northern.on.ca

Kirkland Lake Campus and Contact North
Michael Studd
Program Coordinator
705-567-9291 ext. 633
studdm@northern.on.ca

Community Economic and Social Development Administration

Three-year diploma program
Compressed format (completed in two years)

Students will acquire the skills, knowledge and training necessary for a career in the rapidly growing field of community economic and social development (CESD). The focus is on putting theory into practice in small, primarily rural and remote communities throughout Northern Ontario. This enables students to contribute directly to the quality of life in their own communities and provides them with skills transferable to community development initiatives around the world.

The CESD program draws on knowledge from many disciplines, including business, development studies, and the social sciences. Successful CESD depends on involving community members at the grassroots level, with an emphasis on developing the talents, abilities and characters of all members of the community. The unique combination of business, economic, and social skills and knowledge delivered by this program is therefore essential for preparing students for a successful career. Graduates of this program are well placed to take advantage of the growing demand for employees with this type of training, or to become employers in charge of their own development or entrepreneurial projects.

Compressed Format

The compressed program of studies covers the same material as a regular three-year diploma, but can be completed within two years through a more intensive scheduling of the courses required. This is a fast-track option for students who wish to graduate as early as possible with a three-year diploma.

The three-year program provides students with more detailed knowledge and advanced skills in CESD than in the two-year program. Third-year students are also directly involved in CESD project, fieldwork, or placement opportunities throughout Northern Ontario that benefit both the student and the community in which the practical experience is gained.

Employment Opportunities

Graduates find employment with private or public agencies, such as governments, and non-profit community organizations, or pursue careers as social and economic development officers in both Native and non-Native communities. In addition, graduates can create their own entrepreneurial or community development opportunities, and are able to put their skills and knowledge to work in other countries through international development projects. Graduates also have the option to continue their education at the university level through the CESD program at Algoma University College, and to pursue further certification through Economic Developers' Association of Canada (EDAC) or the Council for Advancement of Native Development Officers (CANDO).

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

For program information:

Haileybury Campus
Gerry Bilodeau
Program Coordinator
705-672-3376 ext. 8822
bilodeaug@northern.on.ca

Kirkland Lake Campus and Contact North
Michael Studd
Program Coordinator
705-567-9291 ext. 633
studdm@northern.on.ca

Length	4 Semesters
Location(s)	(KL) Kirkland Lake (CN) Contact North (HL) Haileybury
Code(s)	NORT-B238B-KL NORT-B241B-CK NORT-B245B-HL (with sufficient enrolment)

Program of Studies

Semester I

AC1004	Accounting I
BU1133	Introduction to Business Management and Organizational Behaviour
BU3013	Macroeconomics
BU3063	Business Law
CM1903-A	Communications I
GN1082	College Success
IN1013	Computer Applications I
MR1033	Introduction to Marketing I
SE1003	CESD Topics - Leadership
SE1004	Community Economic Development I
SE3013	Interpersonal and Group Dynamics

Semester II

AC2004	Accounting II
BU6074	Management of Non-Profit Organizations
CM2903-A	Communications II
IN2013	Computer Applications II
MR2014	Introduction to Marketing II
SE3004	Community Social Development I
SE4003	Government Funding & Community Resources
SE4012	CESD Topics - Social Entrepreneurship
SE5033	Aboriginal Social and Economic Development I
SE6023	Conflict Management and Dispute Resolution

Semester III

AC3004	Accounting Applications I, or
IN4143	Database
BU3053	Entrepreneurial Skills
CM3103	Report Writing I
MR3003	Retailing & E-Commerce
SE2004	Community Economic Development II
SE3023	CESD Topics - Asset-based Community Development
SE5004	Municipal Administration, Law and Finance
SE5008	Social and Economic Development I – Project / Seminar
SE5023	Project Planning and Management
SE6013	First Nations Social and Economic Development II

Semester IV

AC4034	Management Accounting I
AC4053	Financial Management I
BU6113	Small Business Management
CM4102	Report Writing II
MR4043	Market Research
MR4114	Sales and Salesmanship
SE4004	Community Social Development II
SE5043	CESD Topics - Rural Development
SE6003	Development Research & Statistics
SE6008	Social and Economic Development II - Placement

Length	4 Semesters
Location(s)	(PC) Timmins (HL) Haileybury (KL) Kirkland Lake (CN) Contact North
Code(s)	NORT-B012 – PC NORT-B014 - HL NORT-B015 - KL NORT-B013 - CN

Program of Studies

Semesters I & II

Refer to Semester I, II Office Administration – General (Timmins)

Semester III

CM3103	Report Writing I
GN2133	Law and Ethics
IN3093	Desktop Publishing
IN4143	Database
OF3002	Legal Terminology
OF2052	Transcription

Semester IV

CM4102	Report Writing II
*EL1003	Elective 1
*EL2003	Elective 2
IN4002	Document Processing
IN6334	Information Systems
OF4004	Medical Terminology
OF4024	Work Placement (1 day/week)

* Students may choose to study an approved general education course through in-class or web-based delivery.

For program information:

Admissions Office
705-235-7222
admissions@northern.on.ca

This program is designed to prepare students to meet the needs of the changing workplace. The program of studies ranges from communications and human relations to enhancing computer and administrative skills. The focus will be on interpersonal relations, teamwork, information management, and administrative responsibilities. Students will be trained in the software associated with Microsoft Office and learn to maintain the records for a small organization using both manual and computerized bookkeeping. Courses in Desktop Publishing, Networking and Web Design provide computer skills to keep students current, relevant, and adaptable to a wide-range of office settings. In addition, Medical and Legal Terminology, along with related General Education courses, give students more educational opportunities and training desirable in today's work place. Courses in Machine Transcription and Document Processing will increase their skills in listening to dictated material and transcribing documents to business standards. With this specialized training, students will have the opportunity to strengthen their listening, proofreading, editing, and language skills and will gain more employment opportunities.

The first year concludes with a two-week work placement. In the second year, students will enhance their skills in business writing, business mathematics, computer software, and interpersonal relations. General education courses are designed to increase their knowledge of business and medical and legal terminology. In the final semester, they will participate in a one-day-per-week placement.

Employment Opportunities

Opportunities exist in medical, legal, and industrial organizations, service companies, and government. Graduates can meet the challenges of advancing technology in a variety of office settings.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 11 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Office Administration – General

The Office Administration Program is designed to prepare students to meet the needs of the changing workplace. The program of studies ranges from communications and human relations to developing computer and other practical skills. In some courses, the focus will be on interpersonal relations, customer service, teamwork, and record keeping. Using up-to-date software, students will develop skills in word processing, spreadsheet, and database. In addition, they will learn to maintain the records for a small organization using manual and computerized bookkeeping.

Students will complete a two-week work placement in the first year at all sites.

Employment Opportunities

Employment opportunities exist with commercial and industrial organizations, service companies—including accounting and law offices—banks and other institutions. Graduates will meet the challenges of advancing technology in various office settings.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 11 Math (C, M, U)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.

Length	2 Semesters
Location(s)	(PC) Timmins (HL) Haileybury (KL) Kirkland Lake (JB) Moosonee (CN) Contact North
Code(s)	NORT-B011 – PC NORT-B025 – HL NORT-B027 – KL NORT-B034 – JB NORT-B249 – CK

Program of Studies

Semester I

AC1004	Accounting I
BU1133	Introduction to Business Management and Organizational Behaviour
CM1903-A	Communications I
OF1023	Office Procedures I
OF1136	Word Processing and Keyboarding I
IN2103	Electronic Spreadsheet (PC)
IN1013	Computer Applications I (KL, HL, CK)
GN1082	College Success (KL, HL, CK)

Semester II

BU2003	Human Resource Management
CM2903-A	Communications II (PC)
IN2113	Introduction to Computerized Bookkeeping
OF2136	Word Processing & Keyboarding II
IN2023	Computer Applications II (KL, HL, CK)
MA1004	Math of Finance I
OF2023	Office Procedures II (KL, HL, CK)
OF3012	Administrative Procedures (PC)
OF2044	Placement

For program information:

Haileybury Campus
Gerry Bilodeau
Program Coordinator
705-672-3376 ext. 8822
bilodeaug@northern.on.ca

Kirkland Lake Campus and Contact North
Michael Studd
Program Coordinator
705-567-9291 ext. 633
studdm@northern.on.ca

Porcupine Campus
Admissions Office
705-235-7222
admissions@northern.on.ca

Length	5 Semesters
Location(s)	(CK) Contact North
Code(s)	NORT-B263 – CK

Program of Studies

Note: All courses are six weeks in length unless otherwise noted, and are taken sequentially. All courses are taught using Centra and Blackboard.

Semester I

AC1303	Understanding and Using Financial Information (8 weeks)
CM1903-A	Communications I
MA4004	Business Statistics I
SE1003	Leadership
SE5023	Project Planning and Management

Semester II

AC3073	Accounting III for Public Administration (8 weeks)
BU5003	Operations Management
CM2903-A	Communications II
SE3004	Community Social Development I
SE6023	Conflict Management and Dispute Resolution

Semester III

AC3054	Managerial Accounting I (8 weeks)
AC3064	Finance I (8 weeks)
BU1133	Introduction to Business Management and Organizational Behavior
MR1005	Marketing I
SE6003	Development Research and Statistics

Semester IV

AC4054	Managerial Accounting II (8 weeks)
AC4064	Finance II (8 weeks)
BU3013	Macroeconomics
BU3043	Purchasing / E-Procurement
MR2005	Marketing II

Semester V

BU2003	Human Resource Management I
BU4303	Organizational and Operational Management
PF3013	Principles of Ethical Reasoning

For program information:

Andrew Fitch
Professor, Business Department
(705) 567-9291 ext. 736
fitcha@northern.on.ca

Students may choose to attend classes on campus, complete the program online, or choose a combination of both in-class and web-based courses. The flexible delivery format accommodates students who are working full-time or who otherwise could not attend classes on a full-time basis. The program is five semesters long and will take students approximately three years to complete. Most courses are six weeks long unless otherwise indicated. Courses are offered sequentially, one-at-a-time, year-round.

The Public Administration diploma program provides students with an exciting platform for rapid entry into the public sector. Program flexibility includes the ability for students to study while working, the opportunity to take part in an interactive and blended learning environment, and the option of remaining in their community to complete their diploma. The program is based on modules that emphasize administrative skills, leadership, project planning, and organizational management.

This new program is based on direct public sector input and partnerships, with the curriculum grounded in the real needs of the employers. Demand for workers in this sector is increasingly growing and this program is designed with the goal of allowing students to gain entry level employment while studying, facilitating a fast track to enhanced challenges and opportunities.

Employment Opportunities

Graduates will gain the opportunity to explore careers in the public sector, organizational management and leadership within the public and private sector, non-profit organizations and all levels of government.

Admission Requirements

Ontario Secondary School Diploma (OSSD)
Grade 12 English (C, M, U)
Grade 12 Math (C, M, U) (MCT4C is highly recommended)

Or equivalent.

Or mature student status (an applicant who does not have a high school diploma or equivalent, and will have reached the age of 19 years on or before the start of the program). Mature students must undergo academic testing prior to admission into a program. Call the Admissions Office at 705-235-7222 for more details.

Note: Academic prerequisites for this program may be obtained free of charge through Academic Upgrading. Refer to the Post-Secondary Preparation section in this calendar for more details.