

> BUSINESS ADMINISTRATION

- TWO-YEAR DIPLOMA
- SEPTEMBER OR JANUARY ADMISSION
- ADMISSIONS INFO: HIGH SCHOOL DIPLOMA WITH MINIMUM MATH 32

“LETHBRIDGE COLLEGE HAS PROVIDED ME WITH OPPORTUNITIES AND TRAINING TO HONE MY LEADERSHIP, INTERPERSONAL COMMUNICATION, AND CRITICAL THINKING SKILLS. MOST OF ALL, LETHBRIDGE COLLEGE HAS GIVEN ME THE CONFIDENCE THAT I WILL BE READY FOR BOTH MY FUTURE ACADEMIC ENDEAVOURS AND PROFESSIONAL CAREER.”

Ashley Pierson
Business Administration 2021, Valedictorian

BE READY.

> BUSINESS ADMINISTRATION

2022 PROGRAM CHECKLISTS FOR ALL 3 MAJORS

YEAR ONE – Common to all Business Administration majors

Year One	Common to all Business majors	Credits
ACC 1170	Financial Accounting I	3
ACC 1175	Financial Accounting II	3
BUS 1166	Business Law	3
BUS 1170	Intro to Management	3
BUS 1177	Entrepreneurship	3
BUS 1185	Business Computer Applications I	1.5
COM 1162	Interpersonal Communications	3
CPU 1165	Business Computer Applications II	3
ECN 1180	Microeconomics	3
ENG 1159	Writing for the Workplace	3
MKT 1188	Introduction to Marketing	3
Total Year One		31.5

YEAR TWO – Business Administration – Accounting major

Year Two	9 core + 1 elective = 10 courses	
Core / Required		27
ACC 2250	Management Accounting I	3
ACC 2251	Management Accounting II	3
ACC 2271	Intermediate Financial Accounting I	3
ACC 2273	Intermediate Financial Accounting II	3
ACC 2278	Computerized Accounting for Management	3
BUS 2292	Business Finance	3
ECN 2253	Macroeconomics	3
STS 2250	Statistics	3
TAX 2251 W	Taxation	3
Electives	Choose 1	3
List A	Any business course from List A (all business courses)	
Work Integrated Learning	FWK2283/2284 Industry Placement, CPL1150 Community Service Learning,	
INS 1155	Intro to Indigenous Studies	
List B	Course from List B (non-business electives)	
Total Year Two		30
Total Program		61.5

W – denotes Work Integrated Learning (WIL) courses

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YEAR TWO – Business Administration – Management major

Year Two	8 core + 2 elective = 10 courses	
Core / Required		24
BUS 2268	Organizational Behavior	3
BUS 2275	International Business	3
BUS 2278	Industrial & Labor Relations	3
BUS 2285	Advanced Small Business Management	3
BUS 2288 W	Project Management	3
BUS 2292	Business Finance	3
BUS 2298 W	Human Resource Management	3
STS 2250	Statistics	3
Electives	Choose 2 (maximum of 1 non-business elective)	6
List A	Any business course from List A (all business courses)	
Work Integrated Learning	FWK2283/2284 Industry Placement, CPL1150 Community Service Learning,	
INS 1155	Intro to Indigenous Studies	
List B	Course from List B (non-business electives)	
Total Year Two		30
Total Program		61.5

YEAR TWO – Business Administration – Business Operations major

Year Two	10 courses total	Credits
Core / Required	Required	3
BUS 2288 W	Project Management	3
Marketing	Choose 3 of these 6	9
BUS 2287	Analytics	3
BUS 2277	Retailing Strategies	3
BUS 2281	Logistics	3
BUS 2283 W	Integrated Marketing Communications	3
BUS 2293 W	Advanced Marketing Strategies	3
BUS 2290	Business Research Methods	3
Management	Choose 2 of these 5	6
BUS 2268	Organizational Behavior	3
BUS 2275	International Business	3
BUS 2285	Advanced Small Business Management	3
BUS 2286	Introduction to Supply Chain Management	3
BUS 2298 W	Human Resource Management	3
Accounting	Choose 1 of these 3	3
ACC 2250	Management Accounting I	3
ECN 2253	Macroeconomics (choose if planning to transfer to university)	3
STS 2250	Statistics (choose if planning to transfer to university)	3
Finance	Choose 1 of these 2	3
BUS 2276	Financial Planning	3
BUS 2292	Business Finance (choose if planning to transfer to university)	3
Electives	Choose 2	6
List A	Any business course from List A including courses from above	
Work Integrated Learning	FWK2283/2284 Industry Placement, CPL1150 Community Service Learning,	
INS 1155	Intro to Indigenous Studies	
List B	MAXIMUM 1 course from List B (non-business electives)	
Total Year Two		30
Total Program		61.5

> BUSINESS ADMINISTRATION

Ready to get down to business?

You're ambitious, dedicated and motivated to succeed. Lay the foundation for your future achievements in the fast-paced, competitive business world with our Business Administration diploma. When you graduate, you'll be well-equipped with a range of skills to enable you to step into a career right out of college.

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YOU'LL ACQUIRE BASIC BUSINESS SKILLS IN YOUR FIRST YEAR, AND IN YOUR SECOND, YOU'LL TAILOR YOUR EDUCATION TO YOUR CAREER ASPIRATIONS IN ONE OF THREE MAJORS: ACCOUNTING, MANAGEMENT AND BUSINESS OPERATIONS.



WHY US? EMPLOYABLE AFTER 2 YEARS - STEP RIGHT INTO A CAREER UPON GRADUATION. OR, WITH TRANSFER AGREEMENTS IN PLACE AT INSTITUTIONS ACROSS CANADA AND AROUND THE GLOBE, YOU CAN EASILY CONTINUE YOUR EDUCATION TO EARN YOUR BACHELOR'S DEGREE IN AN ADDITIONAL 2 YEARS.



CAREER OPPORTUNITIES

- ACCOUNTING AND TAXATION
- AGRI-BUSINESS
- BANKING AND FINANCIAL SERVICES
- HUMAN RESOURCES
- MARKETING
- PROJECT AND RETAIL MANAGEMENT
- START AND/OR RUN YOUR OWN BUSINESS



WIL

WORK INTEGRATED LEARNING -

AN OPPORTUNITY TO WORK WITH REAL BUSINESSES AND ORGANIZATIONS TO APPLY THE SKILLS YOU LEARN IN CLASSES, DEVELOP PROFESSIONAL WORK SKILLS, AND ADD EXPERIENCE TO YOUR RESUME!

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