



COLLEGE OF NEW CALEDONIA

CALENDAR ADDENDUM - 1982/83

FOR

PROGRAMS IN BUSINESS MANAGEMENT

June 7, 1982

COLLEGE OF NEW CALEDONIA

3330-22nd Avenue,
Prince George, B.C.
V2N 1P8

(604) 562-2131.

1. COMPUTER INFORMATION SYSTEMS DIPLOMA
2. ACCOUNTING AND FINANCE DIPLOMA
3. MARKETING DIPLOMA
4. BUSINESS ADMINISTRATION DIPLOMA
(DIRECTED STUDIES IN MANAGEMENT OPTION)
5. BUSINESS ADMINISTRATION DIPLOMA
6. CERTIFICATE PROGRAM IN ACCOUNTING
7. CERTIFICATE PROGRAM IN MANAGEMENT STUDIES
8. CERTIFICATE PROGRAM IN BUSINESS ADMINISTRATION

As this Calendar is published well in advance of the session commencement, the College reserves the right to make any changes deemed necessary including the cancellation or adjustment of programs and courses, and changes in fee structure and other regulations or services. The College expressly denies responsibility or liability to any person or persons who may suffer loss or may be other wise adversely affected by any change.

BUSINESS MANAGEMENT DIPLOMA PROGRAMS

Two year Diploma Programs in Computer Information Systems, Accounting and Finance, Marketing, Business Administration (Directed Studies in Management Option), and Business Administration.

These programs will prepare students for entry into management trainee and specialist positions in a wide range of businesses and institutions. Government, retailing and wholesaling, banking and finance, manufacturing and service businesses represent some of the major career avenues in which the graduate will be able to seek employment. Job opportunities are excellent, and a number of employers recruit on campus.

One of the most important criteria applied in selecting courses for the two year programs is their relevance to the student seeking access to a specialist and/or management career in the business field. Advisory committees made up of community people from a wide variety of companies and professions are constantly reviewing the programs and making recommendations as the field changes, to ensure that CNC programs keep in touch with the latest developments and community needs in business education.

The orientation in the program is thus on a combination of technical and management skills plus technical and management concepts which the student can apply to his/her business career. Throughout the program, considerable attention is paid to bringing the student into contact with the business world through such activities as field projects, guest lecturers, field trips and through contact in the classroom with students with experience in the business community.

(A) COMPUTER INFORMATION SYSTEMS DIPLOMA

One of the newest additions to the office, the laboratory, the school, and the home, is the Digital Computer. The need to assemble and interpret ever increasing amounts of data, and to transform it into meaningful information has resulted in an explosion in the field of Computer Information Systems. The computer has in recent years become very much cheaper so that today computers are found virtually everywhere information has to be processed and reported.

The application of a computer to modern business problems requires a great deal of human planning and preparation. The results of processing must be both timely and accurate. The computer is a very fast, accurate machine which must be given very careful instructions to solve a problem. This

requires careful analysis of the problem, definition of a solution, and the expression of this solution in terms a computer can process.

Many diverse career opportunities exist in data processing. There are sales persons, maintenance engineers, operators, systems analysts, programmers, auditors and managers. The Computer Information Systems program offered at C.N.C. trains business programmers.

A business programmer must be adept at translating user requirements to the language of the computer. Thus, the training provided emphasizes both the technical skills necessary for the programmer to interface with the computer equipment, and the essential business skills necessary for the programmer to relate to the business people and problems that form the working environment.

The College has very recently installed a very modern interactive computer for use of Students, Faculty, and the College Administration. The equipment enables the College to teach the latest computer processing techniques. All students graduating from this program will have the benefit of several hundred hours of actual, hands-on experience.

All studies show that the need for computer trained personnel is rising at a very rapid rate, and that there will be a shortage of such personnel for the foreseeable future.

(B) ACCOUNTING AND FINANCE DIPLOMA

This program is offered for those who wish to prepare themselves for a career in the field of accounting and finance. Excellent career paths are accessible to students who choose this program, and the selection of courses offered is intended to maximize transfer credit to the professional accounting programs offered by the Institute of Chartered Accountants, the Society of Management Accountants, and the Certified General Accountants Association. Students interested in this program are strongly encouraged to seek advice on these professional accounting programs prior to enrollment in second year studies. Employment opportunities are numerous in the accounting field in many companies - small and large - both as a public accountant and as a specialist within the company. At a later stage, the graduate may wish to branch out into other areas of business, and accounting experience and training is a fine preparation for this.

(C) Marketing Diploma

This option prepares students for a career in either the field of consumer marketing or industrial marketing. Excellent car-

eer paths are available to the graduates of this program in the area of management trainees in industrial and retailing firms, in sales and sales management; in advertising and sales promotion; in product and market development and in Marketing research. Employment opportunities are numerous in the field of Marketing in both large companies and small companies. This program is designed to allow graduates to actively participate in this dynamic field. It will help graduates to assume a direct role with companies in the field and provide the background necessary to progress toward managerial positions.

(D) BUSINESS ADMINISTRATION DIPLOMA (DIRECTED STUDIES IN MANAGEMENT OPTION).

Students contemplating a career in management will acquire a solid core of knowledge and skills which can be adapted to any area of the business and government community.

The program will prepare students for entry into management trainee and specialist positions in a wide range of business and government institutions. Graduates of the Directed Studies in Management work in planning, banking, finance, production, marketing or join the public service at the municipal, regional, provincial or federal level. Many operate their own businesses.

Following a year of preparatory studies, students develop practical skills as well as the conceptual framework required in management. The program is comprehensive and includes courses in Applied Management Communication, Personnel, Industrial Relations, Human Relations, Organizational Behaviour, Management Skills and Directed Study courses involving field placement in business and government.

(E) BUSINESS ADMINISTRATION DIPLOMA

This program prepares students for junior or trainee management positions in a wide range of businesses and government agencies. Banking, retailing, manufacturing and service businesses represent a few of the main fields of business where a student may follow a career. The courses in this option do not favour a concentration in specialized course work but rather provide a student a broad spectrum of content in such fields as marketing, finance, law, organizational behavior, human relations and economics. Students on this program will be able to select elective courses in second year to suit individual needs.

RECOMMENDED SECONDARY SCHOOL PROGRAMS

Graduation from the Selected or Combined Studies program with Algebra 11, Math 11, or Business and Consumer Math 11 with a C+ standing or better, G.E.D. or B.T.S.D. IV. Students without Grade 12 may be admitted, and mature students with business experience are encouraged to apply (See page 30 of College Calendar under "Admission Requirements".)

Students contemplating the Computer Information Systems program are strongly recommended to take Mathematics 12 or Algebra 12.

Students contemplating entry to year 2 of the Directed Studies in Management Option of the Business Administration Program should note that a minimum of three years work experience is required, as well as a complete CNC year 1 with a G.P.A. of 3.00 or better.

LENGTH OF PROGRAMS: 4 Semesters.

COMMENCEMENT DATES: September. Part-time entry is possible in January and students should consult a counsellor.

FEES: See p. 31 of the CNC Calendar.

OTHER EXPENSES: (Estimated) \$230.00.

THE PROGRAM

Semester 1 is common to all Diploma Programs. This semester will provide the student with introductory courses in all program areas, and with an opportunity to assess his/her own interests and aptitudes. An explicit part of all first year courses will consist of career information as an integral part of the course and students are strongly encouraged to take full advantage of this opportunity.

In Semester 2, students taking the CIS program will take several courses which are unique to this program and which are prerequisite to second year studies. Students on all other programs will take a common second semester and will be able to make a choice of program prior to entry into second year. We recommend that students consult faculty in the various program areas as to course and program selection.

In Semesters 3 and 4, courses are very specialized in CIS, Accounting-Finance, Marketing, and in Directed Studies in Management Diploma Programs. Students making program alterations after the commencement of second year will find little interchangeability between these programs. The Business Administration Diploma however, is structured in such a way that maximum credit can be obtained for all second year courses from other Diploma Programs.

Semester I

All Programs

Introduction to Computers and Data Processing	CIS 151	(3, 0)	
Introduction to Programming (BASIC)	CIS 153	(3, 3)	
Accounting I	Acc. 151	(3, 0)	
Marketing I	Mkt. 151	(3, 0)	
Management I	Mgt. 151	(3, 0)	
Mathematics of Finance	Math 154	(3, 0)	
Effective Communication I	Eng. 151	<u>(3, 0)</u>	
		(21, 3)	/24

Semester II

CIS Program

Applications Programming I (COBOL)	CIS 172	(3, 3)	
Advanced Programming (BASIC)	CIS 154	(3, 3)	
Systems Analysis and Design I	CIS 162	(3, 1)	
Computer Operations Management	CIS 182	(3, 0)	
Accounting II	Acc. 152	(3, 0)	
Applications in Accounting	Acc. 156	(1, 2)	
Effective Communication II	Eng. 152	<u>(3, 0)</u>	
		(19, 9)	/28

Semester II

Accounting, Marketing, Business Administration, Directed Studies

Accounting II	Acc. 152	(3, 0)	
Applications in Accounting	Acc. 156	(1, 2)	
Introduction to Business Statistics	Math 157	(3, 0)	
Effective Communication II	Eng. 152	(3, 0)	
Marketing II	Mkt. 152	(3, 0)	
Management II	Mgt. 152	(3, 0)	
Credit and Collections	Cco. 162	<u>(3, 0)</u>	
		(19, 2)	/21

Semester III

CIS Program

Applications Programming II (COBOL)	CIS 271	(3, 3)	
Systems Analysis and Design II	CIS 261	(3, 1)	
Business Systems and Applications	CIS 281	(3, 0)	
Programming Languages (FORTRAN, RPG II)	CIS 253	(3, 3)	
Introduction to Business Statistics	Math 157	(3, 0)	
Advanced Business Communication	CIS 251	(3, 0)	
Human Relations in Business	Mgt. 261	<u>(3, 0)</u>	
			(21, 7) /28

Semester IV

CIS Program

Project Programming	CIS 262	(0, 6)	
Maintenance Programming	CIS 272	(3, 3)	
Information Resource Management	CIS 284	(3, 0)	
Computer Aids to Management Decisions	CIS 282	(3, 3)	
Organizational Behavior	Mgt. 262	(3, 0)	
Computer Applications in Cost Accounting	CIS 292	<u>(3, 0)</u>	
			(15,12) /27

Semester III

Accounting and Finance Program

Intermediate Accounting I	Acc. 251	(3, 0)	
Cost Accounting I	Acc. 253	(3, 0)	
Financial Management I	Acc. 257	(3, 0)	
Business Law I	Law 293	(3, 0)	
Principles of Economics (Micro)	Econ. 211	(3, 0)	
Information Systems for Management	CIS 285	<u>(3, 0)</u>	
			(18, 0) /18

Semester IV

Accounting and Finance Program

Intermediate Accounting II	Acc. 252	(3, 0)	
Cost Accounting II	Acc. 254	(3, 0)	
Financial Management II	Acc. 258	(3, 0)	
Business Law II	Law 294	(3, 0)	
Principles of Economics (Macro)	Econ 212	(3, 0)	
Organizational Behavior	Mgt. 262	(3, 0)	
		(18, 0)	/18

Post-Diploma Courses

Taxation	Acc. 361	(4, 0)
Advanced Accounting	Acc. 353	(4, 0)

Semester III

Marketing Program

Business Law I	Law 293	(3, 0)	
Economics I	Econ. 251	(3, 0)	
Marketing Management I	Mkt. 251	(3, 0)	
Marketing Management Accounting I	Mkt. 261	(3, 0)	
Consumer Behavior and Marketing Research	Mkt. 271	(3, 0)	
Salesmanship	Mkt. 281	(2, 1)	
Human Relations in Business	Mgt. 261	(3, 0)	
Directed Studies in Marketing I	Mkt. 291	(0, 8)	
		(20, 9)	/29

Semester IV

Marketing Program

Marketing Law	Law 296	(3, 0)
Economics II	Econ 252	(3, 0)
Marketing Management II	Mkt. 252	(3, 0)
Marketing Management Accounting II	Mkt. 262	(3, 0)

Semester IV

Marketing Program Cont'd

Advertising and Sales Promotion	Mkt. 266	(3, 0)	
Retailing and Merchandising	Mkt. 276	(4, 0)	
Directed Studies in Marketing II	Mkt. 292	<u>(0, 8)</u>	
		(19, 8)	/27

Semester III

Business Administration Diploma (Directed Studies in Management Option).

Business Law I	Law 293	(3, 0)	
Financial Management I	Acc. 257	(3, 0)	
Economics I	Econ 251	(3, 0)	
Human Relations in Business	Mgt. 261	(3, 0)	
Personnel	Mgt. 263	(3, 0)	
Applied Management Communications	Mgt. 265	(3, 0)	
Directed Studies in Management I	Mgt. 291	<u>(0, 8)</u>	
		(18, 8)	/26

Semester IV

Business Administration Diploma (Directed Studies in Management Option).

Business Law II	Law 294	(3, 0)	
Financial Management II	Acc. 258	(3, 0)	
Economics II	Econ 252	(3, 0)	
Organizational Behavior	Mgt. 262	(3, 0)	
Industrial Relations	Mgt. 264	(3, 0)	
Management Skills	Mgt. 266	(3, 0)	
Directed Studies in Management II	Mgt. 292	<u>(0, 8)</u>	
		(18, 8)	/26

Semester III

Business Administration Diploma

Business Law I	Law 293	(3, 0)
Financial Management I	Acc. 257	(3, 0)
Economics I	Econ. 251	(3, 0)
(4 Business Electives)		

Semester IV

Business Administration Diploma

Business Law II	Law 294	(3, 0)
Financial Management II	Acc. 258	(3, 0)
Economics II	Econ. 252	(3, 0)
(4 Business Electives)		

BUSINESS ADMINISTRATION DIPLOMA ELECTIVES

	SEMESTER III	SEMESTER IV
<u>Economics</u>	Any course	Any course
<u>Computer Information Systems Diploma</u>	Business Systems and Applications (CIS 281) Systems Analysis and Design II (CIS 261)	Computer Operations Management (CIS 182) Advanced Programming (BASIC) (CIS 154) Applications Programming (COBOL) (CIS 155) Systems Analysis and Design I (CIS 162) Information Resource Management (CIS 284) Bus. Systems & App. (CIS 281) Computer Aids to Management Decisions
<u>Accounting Diploma</u>	Intermediate Accounting I (Acc. 251) Cost Accounting I (Acc. 253)	Intermediate Accounting I (Acc. 252) Cost Accounting II (Acc. 254)
<u>Marketing Diploma</u>	Any semester III or IV course except Directed Studies in Marketing.	Any semester III or IV course except Directed Studies in Marketing.
<u>Directed Studies in Management Option</u>	Any semester III or IV course except Directed Studies in Management	Any semester III or IV course except Directed Studies in Management
<u>Management Studies Certificate</u>	Any course.	Any course.

* Note: Students changing to this program after completing Semesters I and II of the CIS program are required to pick up: Marketing II, Management II, and Credit & Collections (in Semester IV).

** Students should establish their timetable for the entire second year and discuss their course selection with the counselling department and appropriate faculty.

Departmental Faculty

FULL-TIME

CIS Program

Anna Marie Clark	Local 349
Al Leveridge	Local 349
Wayne Heinz	Local 345
Eric Griffith	Local 345

Accounting Program

Rowland Green	Local 310
George Wood	Local 203

Marketing Program

Ron Ryan	Local 203
Peter Robinson	Local 334

Directed Studies in Management

Louise Dewick	Local 215
Peter Robinson	Local 334

Business Administration

All of the above persons can be contacted for information.

PART-TIME

Anhorn, Jim	Management Services Officer	Federal Bus. Develop Bank
Blake, Ralph	Accountant	Northwood Pulp and Timber
Boyer, Ayner	Programmer	College of New Caledonia
Douglas, Dave	Materials Manager	School District #57
Clarke, Tracy	Programmer/Systems Analyst	Prince George Pulp
Elliot, Allan	Barrister and Solicitor	Hope, Heinrich and Hansen
Fletcher, Charles	Barrister and Solicitor	Hope, Heinrich and Hansen
Forde, John	Director of Personnel	City of Prince George
Hinton, Cliff	Indust. Training Consultant	Northwood Pulp & Timber
Hyrnkiw, Donna	Programmer	College of New Caledonia
Reeves, Phil	Accountant	Dunwoody and Company
Short, Joan	Accountant	Prince George Pulp
Stjernegaard, Al	Programmer/Analyst	College of New Caledonia
Taylor, Phil	Accountant	City of Prince George
Urquhart, Ken	Accountant/Partner	Dean, Urquhart, Hilton & Co.
Shawn, Michael	Data Processing Manager	City of Prince George

Note:

Since these changes are being phased-in in 1981/1982 and 1982/1983, students who commenced programs in 1981/1982 will be taking modified second year programs in 1982/1983. All students will be able to graduate in Spring 1983 on the new programs by completing these modified second year programs. Students who commenced Diploma Programs prior to 1981 should consult a counsellor and faculty in appropriate areas to review programs required to complete.

Counsellors - Kathy Conroy, Pat Roberts, Greg Scriver and Ralph Maides. All can be reached at local 251/262 (Student Services).

A) CIS Program

1. In Semester III, take CIS 292 in place of Math 157.
2. In Semester IV, take CIS 182 in place of CIS 292.

B) Accounting-Finance Program

1. Cco 162, Mkt. 152, Mgt. 152 not required.

C) Marketing Program

1. In Semester III take Mkt. 152 in place of Mkt. 251.
2. In Semester IV take Cco 162 in place of Law 296.
3. In Semester IV take Mkt. 251 in place of Mkt. 252.
4. Mgt. 152 and Mkt. 252 are not required.

D) Business Administration (Directed Studies in Management)

1. Mgt. 152, Cco 162, Mkt. 152 not required.

E) Business Administration Program

1. In Semester IV, take Cco 162 as one of the four electives.
2. Mgt. 152 and Mkt. 152 are not required but may be taken as electives.

CERTIFICATE PROGRAMS IN BUSINESS MANAGEMENT

Certificate Programs in Accounting and Finance, Management Studies, and Business Administration are currently offered. Proposals for Certificate programs in Computer Programming and in Marketing are under review and details of new programs will be released as soon as approved.

(A) Accounting and Finance Certificate

Intermediate Accounting I & II	(Acc 251 & 252)
Cost Accounting I & II	(Acc 253 & 254)
Financial Management I & II	(Acc 257 & 258)
Business Law I & II	(Law 293 & 294)
Economics (Micro & Macro)	(Econ 211 & 212)
Information Systems for Management	(CIS 285)
Organizational Behavior	(Mgt. 262)

Note: Acc 151 and 152 are prerequisites for all second year accounting courses.

CIS 151 and 153 are prerequisites to CIS 285.

(B) Certificate Programs in Management Studies

This certificate program is designed to meet the needs of those who are already employed in business and government, and who wish to access training in management and supervision.

The program is comprehensive in nature, and includes courses in Computer Applications, Financial Management and Cost Control, Applied Management Communication, Personnel, Industrial Relations, as well as basic courses in Management, Human Relations and Supervisory Skills. Practical and applied skills are developed throughout, as well as the conceptual framework required in management.

Individuals employed in a wide range of organizations and functional roles are served by this program. The Forest and Mining Industries, Health and Educational Institutions, Local, Provincial and Federal government organizations, and service businesses in such fields as Retailing, Transportation, Banking and Finance will all find this program relevant to their needs.

No specific educational prerequisites are attached to this program, but all participants should have at least three years work experience.

Computer Applications in Management	Mgt. 153	(4, 0)
Finance and Cost Control	Mgt. 154	(3, 0)
Personnel	Mgt. 263	(3, 0)
Industrial Relations	Mgt. 264	(3, 0)
Management I	Mgt. 151	(3, 0)
Management II	Mgt. 152	(3, 0)
Human Relations	Mgt. 261	(3, 0)
Organizational Behavior	Mgt. 262	(3, 0)
Applied Management Communications	Mgt. 265	(3, 0)
Management Skills for Supervisors	Mgt. 266	(3, 0)

All ten courses are required. However, applicants will be given full credit for courses of a similar nature which have already been taken at C.N.C. or at other institutions such as B.C.I.T., O.L.I., etc. In some cases, exemption may be given for work experience or for in-service training which has been completed. All current CNC courses in management are fully transferable to this program.

Those wishing to take the Certificate should consult the College as to an appropriate course sequence and in regards to currently scheduled course offerings and locations.

- a) Management Skills for Supervisors I, II, & III.
(Credit for Management 266 and Management 151).
- b) Business 255 - Management I (credit for Management I)
- c) Business 275 - Personnel Administration (credit for Personnel)
- d) Business 277 - Industrial Relations (credit for Industrial Relations)
- e) Business 268 - Human Relations (credit for Human Relations)
- f) Business 274 - Organizational Behavior (credit for Organizational Behavior).

All courses will be offered in a format which is suitable for the needs of those already fully employed and those employed in all communities in the College Region.

Course sequence. Courses may be taken in any sequence. It is recommended but not essential to take Management I before Management II, and the Cost/Finance course before the Computer Applications course.

C) Business Administration Certificate

This program is designed primarily for those students who have had considerable experience in the business community, and who wish to supplement their background with courses in business administration. Most of these courses are offered at the College on a regular evening basis almost every year.

Those people completing the Certificate Program must accumulate 30 credit hours, though upon application C.N.C. is prepared to grant credit towards the Certificate for course work in Business Administration completed at other institutions.

Where the business experience of the students overlaps course work, an exemption from the course may be granted by C.N.C. In that case, the student is free to select other course work to count in the 30 credit hours. Students are free to challenge any C.N.C. courses, and a successful challenge will result in the student being granted the appropriate C.N.C. credit.

In terms of credit for courses taken elsewhere, in terms of exemptions for experience, and the policy on challenges, then the program is as flexible as possible to allow those on the program to select course work they feel is more relevant to their needs.

The selection of courses is large, and most people will be able to put together a tailor-made program most appropriate to their needs.

REQUIRED COURSES:

(Must be taken, have credit for, or be granted an exemption for, on all programs of study). However, students are encouraged to apply for exemptions where they feel experience warrants or where required courses are not relevant to educational objectives.

Accounting I	Acc 151	(3, 0)
Accounting II	Acc 152	(3, 0)
Management I	Mgt. 151	(3, 0)
Marketing I	Mkt. 151	(3, 0)
Financial Management I	Acc 257	(3, 0)
Financial Management II	Acc 258	(3, 0)

The remaining four courses may be selected from any C.N.C. courses in Business Management (CIS, Acc, Mkt., Mgt.) or in Economics (Econ.)

Prerequisite: None (3, 0)

Prerequisite: None (3, 3)

Prerequisite: CIS 151 and CIS 153. (3, 3)

Prerequisite: CIS 151 and CIS 153 or permission of the instructor. (3, 1)

Prerequisite: CIS 151 and CIS 153
Corequisite: CIS 154

Prerequisite: CIS 151 and CIS 153. (3, 0)

Prerequisite: English 151 and English 152 (3, 0)
Corequisite: CIS 261 and CIS 281.

CIS 253 Programming Language (Fortran, RPG II)

This course provides the advanced programming student with an exposure to several other common business programming languages. This will better prepare the student to find a place in the business world; demonstrates that advanced programming techniques and good programming habits are independent of particular programming languages; demonstrates the ease with which trained programmers can master new languages; and, illustrates features, advantages and disadvantages of particular languages. Regardless of language, students are expected to produce programs which follow established conventions and meet accepted documentation standards.

Prerequisite: CIS 154 (3, 3)

CIS 261 Systems Analysis and Design II

Structured techniques are utilized in constructing a new logical and a new physical system as a solution to a business problem. Comprehensive practice in a team environment is provided to reinforce earlier discussion of the tools of structured analysis and design; data flow diagrams, data structure charts, structured English, data dictionary, and data transformation descriptions. Students design an actual system, creating all the necessary reports and documentation and present their work to "management" for approval.

Prerequisite: CIS 162 (2, 2)

Corequisite: CIS 251

CIS 262 Project Programming

This course follows Systems Analysis and Design I and II and demonstrates the software development as an outcome of the earlier work. It concentrates on the design, programming, testing and documentation associated with the implementation of business information systems. Students are expected to work cooperatively in a team environment. A comprehensive case study contains loose ends, holes, and outright omissions to simulate a likely real-life situation; each team must navigate these obstacles and produce a working set of programs.

Prerequisite: CIS 253 and CIS 261 and CIS 271

 $(0, 6)$

CIS 284

This course provides the advanced student with an overview of emerging issues in the CIS field and an insight into the climate likely to be encountered in a typical business installation. Topics include: D.P. networks, D.B.M.S., project management, legal considerations, "Office-of-the-Future", career opportunities, and professionalism. Students will become familiar with many of the leading periodicals in the field and are expected to critique others' research projects.

Prerequisite: CIS 261 (3, 0)

CIS 285 Management and Information Systems

The foundations of business information systems and the creation of such systems is examined from the perspective of the owners and users of the systems, typically accountants and managers. The concept of "system", and the role of the user and of the computer specialist in the creation and support of computer systems is explored. Topics include: the technological foundation of the information revolution, planning for computerization, computer implications for organizations and individuals, and control and the computer. The stages of system development and the assignment of individual responsibilities which provide the best chance for successful systems are discussed.

Prerequisites: CIS 151 and CIS 153 and Acc. 152

Note: This course is offered for Accounting Program students.

 $(3, 0)$

CIS 292 Cost Accounting Principles

An overview of cost accounting principles and practices, specially tailored for CIS students to provide literacy skills. The emphasis is on terminology, basic concepts, practical applications, and problem-solving. Topics covered include: job-order cost accounting, process cost accounting, materials and labour standards, overhead standards, product costing methods, cost allocation, joint products and by-products.

Prerequisite: Accounting 152

Note: This course is offered for CIS students only.
Accounting students should take Acc. 253 & 254.

 $(3, 0)$

Accounting 151

Accounting I

A study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Emphasis is placed upon the flow of information through the business and its relation to various functional areas. All material is integrated with case studies.

Prerequisite: Nil

(3, 0)

Accounting 152

Accounting II

A continuation of the introduction to fundamental accounting principles. Topics include: corporate accounting, financial statement analysis, budgeting, departmental accounting, manufacturing accounting and tax planning. All material is integrated with case studies.

Prerequisite: Acc. 151 or equivalent with permission of the instructor.

(3, 0)

Accounting 156

Applications in Accounting

The accounting principles learned in Acc. 152 are applied through the use of projects and practice sets. Students will gain experience in working with the voucher system and one-write method for payroll, receivables, and payables. Students will also be required to complete a comprehensive practice set working from source documents through to financial statements.

Prerequisite: Acc. 151 or instructor's permission.

(1, 2)

Accounting 251

Intermediate Accounting I

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The emphasis is on solving problems related to financial statements, cash, marketable securities, accounts receivable, current liabilities, inventories, plant and equipment, and intangible assets.

Prerequisite: Acc. 152 or equivalent with permission of the instructor.

(3, 0)

Accounting 252

Intermediate Accounting II

The analysis of the balance sheet accounts, which was started in Acc. 251, is concluded with coverage of shareholders' equity, long-term liabilities, and long-term investments. Other topics include: accounting for income taxes, accounting changes, statement analysis and price-level and fair-value accounting.

Prerequisites: Acc. 251 or equivalent with permission of the instructor.

(3, 0)

Accounting 253

Cost Accounting I

An introduction to managerial accounting. Emphasis is placed on cost for planning and control and includes the following topics of prime managerial significance: cost-volume-profit relationships, job order costing, budgeting, standard costs, and flexible budgets,

Prerequisite: Acc. 152

(3, 0)

Accounting 254

Cost Accounting II

A continuation of Accounting 253. Topics covered include cost allocation, joint and by-products, process costing, spoilage, inventory control, and payroll. A practice set is included.

Prerequisite: Acc. 253

(3, 0)

Accounting 257

Financial Management I

An introduction to the application of financial tools to analyse the internal operations of the business enterprise with the objective of measuring performance and assisting management decision making. The topics covered include: Ratio analysis, break-even analysis, financial forecasting, cash budgeting, management of cash and marketable securities, investment in accounts receivable - credit management, investment in inventories, capital budgeting, term loans and leases.

Prerequisite: Acc. 151 and Acc. 152 and Math 154 or permission of the instructor.

(3, 0)

Accounting 258

Financial Management II

Sources and forms of short-term financing for both large and small businesses are studied. The topics covered: Trade credit and current asset financing, bank financing, term loans, cost of capital, long term securities market, long term debt, financial leverage, warrants and convertibles, preferred stock, common stock, and dividend policy.

Prerequisite: Acc. 257 or instructor's permission(3, 0)

Accounting 353

Advanced Accounting

Topics covered include: consolidations, changes of price levels and financial reporting, replacement costs and financial reporting, foreign operations, re-organizations and liquidations.

Prerequisite: Acc. 252 or instructors' permission.

(4, 0)

Accounting 361

Taxation

A course dealing with all aspects of taxation in Canada. Municipal, provincial and federal taxation will be covered. Specific topics will include income tax, sales taxes and customs and excise taxes.

Prerequisite: Acc. 252 or instructors' permission.

(4, 0)

Marketing 151

Marketing I

An introduction to the marketing function of the firm and basic marketing concepts. The course then examines the following topics: consumer motivation and behavior, product planning, development and distribution. Throughout the course, emphasis will be placed upon the application of concepts and perspectives to selected marketing cases.

Prerequisite: None (3, 0)

Marketing 152

Marketing II

An in-depth examination of marketing research, promotional policy, and the management of personal selling. Following this section, the course then examines the marketing of services and international marketing with an examination of overall marketing policy determination and methods of evaluating marketing programs. The discussion of marketing cases is an integral part of the course.

Prerequisite: Marketing 151 (3, 0)

Marketing 251

Marketing Management I

The analysis of marketing management in the areas of marketing opportunities, marketing planning and product strategy. A more in-depth analysis of the topics previously covered in Marketing 151.

Prerequisite: Marketing 151 and Marketing 152
(3, 0)

Marketing 252

Marketing Management II

A continuation of Marketing 251 covering the planning and control functions from a managerial viewpoint. The decision making responsibilities of the marketing manager are examined with particular emphasis in the areas of market research, demand analysis, cost analysis and market planning and development.

Prerequisite: Marketing 251 (3, 0)

Marketing 261

Marketing Management Accounting I

An in-depth analysis of the Marketing manager's need for the understanding of accounting principles in the areas of profit planning, pricing strategies, retail control and cost accounting control. An accounting course with a definite marketing orientation.

Prerequisites: Accounting 152, Accounting 156, Math 154 or permission of the instructor.
(3, 0)

Marketing 262

Marketing Management Accounting II

A continuation of Marketing 261 covering such topics as Inventory management, cash management, capital planning and financial considerations, and revenue reporting systems. Both Marketing 261 and Marketing 262 combined will give the student an in-depth understanding of Accounting principles as they apply to the Marketing function in an organization.

Prerequisite: Marketing 261 (3, 0)

Marketing 266

Advertising and Sales Promotion

This course is concerned with promotion, especially the form of promotion known as advertising. As well as covering the advertising process from the standpoint of the firm, this course will cover the nature and process of communication and examine the impact of advertising on the consumer.

Prerequisite: Marketing 151

Marketing 271

Consumer Behavior and Marketing Research

A study of the various influences placed upon the consumer in his purchasing process. Covered in this area will be Economic and Demographic influences, Cultural and Social and Reference Group influences. Also the consumer decision making process and its implication on a company's Market Research design, data collection and interpretation process will be covered.

Prerequisite: Marketing 151 (3, 0)

Marketing 276

Retailing and Merchandising

A study of the merchandising principles, practices and processes as they relate to the total marketing process. Content will be the consumer, his importance and behaviour, buying methods and sources of supply, selling, sales promotion methods and media, inventory control, human relations, advertising and display. Projects and practical applications will be emphasized during the course.

Prerequisite: Marketing 151 (4, 0)

Marketing 281

Salesmanship

An introduction to professional selling. This will be a practical course which will emphasize locating and qualifying prospects, sales presentation and organization, improving interpersonal relations in non-selling situations as well as some practical experience in developing sales techniques.

Prerequisite: Marketing 151 (2, 1)

Marketing 291

Directed Studies in Marketing I

Directed Studies will supply the student with practical experience related to the Marketing Diploma Program. Participants will be assigned to a few companies in town to work in the various Marketing functions. This experience is designed to allow the student to translate theory into practice. This work will consist of 1 day per week and will be without monetary remuneration. The contact and experience should be an extremely beneficial part of the learning process. A detailed analysis of the practical experience will culminate this segment of Directed Studies.

Prerequisite: Enrollment in Second Year Diploma Program
in Marketing (0, 8)

Marketing 292

Directed Studies in Marketing II

A continuation of Marketing 291 with higher level exposure to the various marketing functions and how they apply to the local business community. Again the student will be required to work at various businesses in town to gather additional marketing experience and exposure to the "real" world. Once again the student will culminate this course with a detailed analysis of the practical experience gained.

Prerequisite: Enrollment in Second Year Diploma Program
in Marketing. (0, 8)

Management 151

Management I

An orientation to the nature of business in the private enterprise system, providing a practical and theoretical introduction to the principal functions of modern management. Topics include: organizational objectives, planning, decision making, organizing, staffing, as well as organizational change and working with groups. Students will obtain a good understanding of how an organization functions and develop their skills in analysing, communicating, deliberating, and proposing solutions to typical business problems.

Prerequisite: None

(3, 0)

Management 152

Management II

The course continues the study of the functions of management begun in Management I, providing further insight into the practice of management. Topics include: the functions of direction and control, communication, supervision, leadership, and a brief introduction to industrial relations.

Prerequisite: Management 151

(3, 0)

Management 153

Computer Applications in Management

An introduction to computers and computer literacy. The course emphasizes management utilization of the computer in the analysis of business problems. Topics include some of the most often encountered business computer applications, such as: payroll, cost control and budgetting, inventory, equipment, personnel as well as an introduction to word processing.

Prerequisite: None

Note: This course is designed for Certificate Program Students only.

(4, 0)

Management 154

Finance and Cost Control
(Management Accounting)

An introduction to the application of financial tools to analyse the internal business operation and measure managerial performance. Topics include: financial statement analysis, budgetting, forecasting, financial planning, internal control, and basic cost accounting.

Prerequisite: None

Note: This course is designed for Certificate Program students only. No credit is granted towards any Accounting Program.

(3, 0)

Management 261

Human Relations in Business

This course is designed to develop an awareness of factors and skills in interpersonal relations. Factors in human relations will be explored through a careful examination of selected topics in personality and social psychology: e.g. roles, identity, motivation, attribution, social learning theory, altruism. Human relations skills will be examined through practice in a laboratory setting.

Prerequisite: None (3, 0)

Management 262

Organizational Behavior

A psychological study of work and organizations. Topics include human economics, motivation, learning, personality, measurement, groups, leadership, social psychology, decision-making, organizational design and development, organizational stress, communications and research.

Prerequisites: recommended: Business 268 or Psyc. 204

(3, 0)

Management 263

Personnel

An introduction to personnel management including organization of the personnel functions: recruitment and selection; interviewing and counselling; job descriptions and evaluation; compensation and salary administration; management development and performance appraisal; training and manpower planning; safety and occupational health. The course places particular emphasis on the practical application of personnel policies and procedures, on personnel's relationship to management and its responsibilities to employees.

Prerequisite: None (3, 0)

Management 264

Industrial Relations

An introduction to the fundamental issues of labour/management relations in Canada. Topics include the roles assumed by labour unions, management and government bodies; the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration; contract interpretation and administration as well as discipline procedures.

Prerequisite: None (3, 0)

Management 265

Applied Management Communication

The course reviews the communication process and includes an organizational approach to writing and speaking tasks. Particular emphasis on the skills and techniques required to write memos, letters, reports, proposals and feasibility studies as well as public speaking, giving instructions and conducting effective meetings.

Prerequisite: None (3, 0)

Management 266

Management Skills I, II, & III

The course reviews essential managerial skills with particular emphasis on listening skills, time management, effective delegation, team building, dealing with change, stress analysis, assertiveness, training, innovation and creativity.

Prerequisite: None (6, 0)

Management 291

Directed Study

This course is designed to give students some practical application of concepts learned in the management program. The projects will involve in-depth study of an area of management under the guidance of an instructor and "experts" in the field.

Prerequisite: Full time Directed Study Diploma Enrollment.
(0, 8)

Management 292

Directed Study

This course is designed to give students some practical application of concepts learned in the management program. The projects will involve in-depth study of an area of management under the guidance of an instructor and "experts" in the field.

Prerequisite: Full time Directed Study Diploma Enrollment.
(0, 8)

Math 154-3

Mathematics of Finance

An introductory course including simple interest, simple discount, compound interest, annuities, amortization, sinking funds, and bonds.

Prerequisite: Algebra 11 is recommended. (3, 0)

Math 157-3

Introduction to Business Statistics

Descriptive statistics, statistical inference, and related topics, with special emphasis on business applications.

Prerequisite: Algebra 11 is recommended. (3, 0)

English 151-3

Effective Communication I

A course in communication for career students that emphasizes report writing. Students will be given extensive practice in planning technical and business reports, writing clear and concise English, gathering information from libraries, questionnaires, and interviews, and presenting reports in the proper format.

Prerequisite: None (3, 0)

English 152-3

Effective Communication II

A continuation of English 151-3. Some additional practice in letter writing, speaking, and audio-visual communications will be provided.

Prerequisite: English 151-3 (3, 0)

Cco 162

Credit and Collections

Basic consumer and commercial credit management including a study of the role of credit, federal and provincial legislation dealing with credit transactions, types of credit instruments, credit policy and control, and collection techniques.

Prerequisite: Accounting 151 or instructor's permission.

(3, 0)

Law 293

Business Law I

An introductory course concerned primarily with Contract Law. Topics include: Introduction to the Canadian Legal System, Contracts - Offer, Acceptance, Consideration, Capacity, Legality, Mistake and Misrepresentation, Privity, Assignment, Discharge, and Breach and Remedies. The Sale of Goods Act, Consumer Protection Act. Trade Practices

Act. Bailment, Creditors Remedies.

Prerequisite: None (3, 0)

Law 294 Business Law II

An in-depth treatment of legal topics complementary to those in Law 293. Major areas discussed include Employment, Agency and Partnership, Corporations, Negotiable Instruments, Secured Transactions, Insurance, Real Property, and Landlord and Tenant.

Prerequisite: None. Law 293 is recommended

Law 296 Marketing Law

A review of topics pertinent to retailing, selling, and advertising. Includes all Municipal and Provincial, and Federal legislation and regulation affecting location, competition, real estate, consumer protection, sale of goods, hours of opening, etc.

Prerequisite: None (3, 0)

Economics 251 Economics I

An examination of principles, problems, government policies and current events and issues related to microeconomics. Topics include: an overview of economic systems; supply and demand and various product, labor and financial markets; organization and behavior of business under different industry environments; topics in consumerism. Throughout, issues relevant to the local & provincial economy will be discussed.

Prerequisite: None (3, 0)

Economics 252 Economics II

An examination of principles, problems, government policies and current events and issues related to macroeconomics. Topics include: taxation and the government sector; unemployment and inflation; money banking and interest rates; unions and industrial democracy; international trade and exchange rates. Throughout, issues relevant to the local & provincial economy will be discussed.

Prerequisite: None (3, 0)

(A) Transfer Guide

C.N.C. and I.C.A.B.C., S.M.A.B.C., C.G.A.B.C.,
A.P.A.

Note: CNC courses reflect course numbering
system in place prior to June, 1982.
Revised course numbers and credits
for new courses are being negotiated
at present and a revision will be
issued in Fall, 1982.

C.N.C. Courses	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants of B.C. (CGA)	Society of Management Accountants of B.C. (RIA)	Institute of Accredited Public Accountants of B.C. (APA)
Bus 151 and 152	Financial Accounting to	Accounting 101	11 Introductory Accounting	Accounting 100
Bus 251 and 252	Intermediate Level	Accounting 211 & 221	21 Intermediate Accounting	Accounting 200
Bus 253 and 254	Management and Cost Accounting	Cost Accounting 311	31 Cost and Management Accounting	Cost Accounting 300
Bus 257 and 258	Financial Management	Financial Controller- ship 316	42 Financial Management	Financial Management 320
Bus 265	Policy and Administration			
Bus 270	Advanced Accounting		Note 1	Accounting 400
Bus 274	Organizational Behavior		23 Organizational Behaviour	Organizational Behaviour 730
Bus 293 and 294	Commercial Law	Law 108	22 Commercial Law	Commercial Law 500
Com 110	Business Applications of Mathematics			
Com 201	Note 2		11 Introductory Accounting	
Com 110 and 207			33 Quantitative Methods II	
Econ 201 and 202	Economics	Economics 104	12 Economics	Economics 710
EDP 151 and 152		Note 3	14 Data Processing	Computers 430
EDP 152 and 255	Computers in Business			
EDP 253 and 254				Information Systems 740
EDP 253 and 256 or EDP 253 and 257		ICS 325		
EDP 257	Information Systems		51 Information Systems	
Engl 151 and 152			13 Communications and Case Analysis	Business Communication 720
Math 101	Mathematics			
Math 104 or Math 157	Statistics		32 Quantitative Methods I	
Math 157		Statistics 203	32 Quantitative Methods I	

Note 1 — May be taken, but Society test is required for 41 Advanced Accounting.

Note 2 — May be substituted for Bus 151/152 portion of Financial Accounting

Note 3 — Usually required as a prerequisite for EDP 251, 252, 253, 256, and 257.

Course equivalency guide for C.N.C. courses prior to
June, 1982 and for 1982/1983.

To June, 1982

1982/1983

CIS 151	EDP 151
CIS 153	None
CIS 154	None
CIS 162	EDP 253
CIS 172	EDP 251
CIS 182	None
CIS 251	None
CIS 253	EDP 152 & EDP 253
CIS 261	EDP 254
CIS 262	None
CIS 271	EDP 252
CIS 272	EDP 252
CIS 281	EDP 255
CIS 282	EDP 256
CIS 284	EDP 257
CIS 286	EDP 257
CIS 292	None

Mkt. 151	Bus. 271
Mkt. 152	Bus. 272
Mkt. 251	None
Mkt. 252	None
Mkt. 261	None
Mkt. 262	None
Mkt. 266	None
Mkt. 271	None
Mkt. 276	None
Mkt. 281	None
Mkt. 291	None
Mkt. 292	None

Mgt. 151	Bus. 255
Mgt. 152	None
Mgt. 153	None
Mgt. 154	None
Mgt. 261	Bus. 268
Mgt. 262	Bus. 274
Mgt. 263	Bus. 275
Mgt. 264	Bus. 277
Mgt. 265	None
Mgt. 266	None
Mgt. 291	None
Mgt. 292	None

Course equivalency guide for C.N.C. courses prior to
June, 1982 and for 1982/1983 CONTINUED.

<u>To June, 1982</u>	<u>1982/1983</u>
Math 154	Same
Math 157	Same
English 151	Same
English 152	Same
Cco 162	Bus. 261
Acc. 151	Bus. 151
Acc. 152	Bus. 152
Acc. 156	Bus. 156
Acc. 251	Bus. 251
Acc. 252	Bus. 252
Acc. 253	Bus. 253
Acc. 254	Bus. 254
Acc. 257	Bus. 257
Acc. 258	Bus. 258
Acc. 361	None
Acc. 353	Bus. 270
Law 293	Bus. 293
Law 294	Bus. 294
Law 296	None
Econ. 251	Econ. 151
Econ. 252	Econ. 151