

Business Administration: Open Concentration

In preparation for your second year of studies in Business Administration: Open Concentration. This letter holds important information to help you prepare for success.

As presented in earlier communications, all students are to have paid their fall semester tuition & fees, or, made approved arrangements to do so by **Friday, August 4**. Failure to do so risks losing your seat for 2017-18.

Finances aside, full-time studies resume **Wednesday, September 6 (8:30am)**. To prepare, please review the 'student program information' packet posted at www.nscclunenburg.ca. Here, you'll find details for the fall.

Open Concentration students have one **required** course in each semester:

Fall Semester- Course Title	Course Code	Winter Semester- Course Title	Course Code
Communications: Workplace Apps.	COMM2215	Contemporary Business Issues	BUSI 3005

In addition to your required courses, you will be enrolled in **one prescribed elective**:

- 'Spreadsheets II' (COMP 3111, Class #2637)

This fall, we have the following **on-campus** elective offerings you may select to fill your **three** additional elective requirements:

- 'Computerized Accounting I'
- 'Managing Your Personal Finances' (FINA 1311, Class # 2861) **OR** 'New Ventures' (BUSI 2005, Class #3645) **(Blocked at the same time, you may choose one.)**
- 'Professional Selling' (MKTG 2015, Class #3797)
- 'Computerized Accounting I' (ACTG 2010, Class # 2632)

Or, fall semester **online** offerings may interest you! Details, including a list of available fall semester online topics and 'what to expect from an online learning environment can be provided through Richard Grandy (Assistant Registrar).

Specific to the 'Open' concentration, as you may be aware, in this concentration, after advising, most often students work *backward* from their primary area of interest to select a '4000' level (or capstone course); this in turn drives the required courses at the 3000 and 2000 levels. This in turn leads to a discussion into electives. Here are the *generic* requirements, with generic examples, to complete the Diploma:

- **One** course at the 4000 level (e.g. Accounting Practicum; ACTG 4005);
- **Three** courses at the 3000 level (e.g. Human Resource Management; MGMT 3015);
- **Two** courses at the 2000 level (e.g. New Ventures BUSI 2005);
- **Four** courses from any area of learning (e.g. Managing Personal Finances; FINA 1311);
- **Two** 'core' courses ('Communications II' in the Fall; 'Contemporary Business Issues' in the winter)
- Work Experience placement; and a portfolio representing your two years of study.

*(the above bracketed courses are examples only and have **not** concerned schedules or pre-requisites).*

As you are aware – as our campus has two concentrations, you'll have ample choice. With advising into your career interests, program requirements, specific course pre-requisites and scheduling you may be able to select subjects from Accounting, Marketing and/or general programming from the campus too. Online offerings provide another tier of alternatives as well! Overall, within a few guidelines and coordination to avoid time scheduling conflicts, you will create your own learning experience from several areas of business topics. This letter includes a 'worksheet' to help you visualize courses needed to complete the Diploma.

To enroll, please contact Richard Grandy (Assistant Registrar) to set a time / date for enrolment planning. Soon after meeting, your unique class schedule will be visible on MyNSCC. His office number is 902-543-0621, or, richard.grandy@nsc.ca. If he is unavailable, please connect with Student Services Administration, which can be reached at 902-543-2295.

As outlined on our campus website, and also main college website, second year students return to studies **September 6**. We traditionally hold a welcome back breakfast, and brief orientation to uptake students from all program areas about changes made this summer; we look forward to seeing you there.

Thank you for choosing the Open concentration; I wish you success in 2017-18.

Sincerely,

Susan Sanford, Academic Chair
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