

# Year 1 Business Administration Diploma (Basic Business Principles)

This program is a **GUARANTEED** delivery, however there are still a few seats available. **Apply immediately.**

**Location:** UCN SVWDC, 1485 3<sup>rd</sup> Street N. Swan River, MB

Face to Face delivery unless Covid guidelines require classes to be moved to remote learning.

As Covid 19 guidelines change students will be advised.

**Dates:** September 7, 2022 – June 16, 2023 M-F 9:00am-4:00pm

Student orientation September 6 at 9:00am

**Cost:** \$6,190.41 approximate cost per student

Includes: Application fee \$52.50, Tuition \$3,937.91, books & calculator \$2,200 (subject to change).

Students may require a laptop with video and microphone and reliable internet in the event classes are moved to remote learning.

**Program Description:** Year 1 of the Business Administration Diploma Program (Basic Business Principles Certificate) will provide students with the basic skills in business communication, introductory skills in financial and computerized accounting, marketing, and spreadsheet and database management. Students must apply to the Business Administration Diploma program with the option to exit after year one and apply to graduate with the Basic Business Principles Certificate. Upon successful completion of year one students will have the option to continue on with year two of the Business Administration Diploma program at The Pas or Thompson campus. Complete program description can be found online at [ucn.ca](http://ucn.ca).

**Admission Requirements:** Manitoba Grade 12 – with English 40S and one 40 S Math: Pre-Calculus, Applied or Essential | Or equivalent | Or mature student |

**Deadline of August 31, 2022 by 4:00pm to submit the following paperwork:**

- ✓ Admission application & high school transcript. Mail post-secondary transcripts to UCN Enrolment Services, Box 3000, The Pas, MB R9A 1M7. Students that meet admission requirements will be sent an acceptance letter to pass onto sponsor.
- ✓ Authorization to Invoice (ATI) form, Training Authorization Notifications (TAN) Forms or confirmation of payment arrangements.

**To apply or for further information**

**Call 204-734-4419**

Further information and course offerings can be found at [UCN.CA/CIS](http://UCN.CA/CIS)



University College of the North

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UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, who have existed here since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown and the territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation and learning.