

## PROGRAM INFORMATION

<b>Academic Year</b>	2024 - 2025
<b>Credential</b>	Ontario College Diploma
<b>Program Delivery</b>	Full Time
<b>Duration</b>	2 Years
<b>Length</b>	4 Semesters
<b>Program Codes</b>	B095-HL (Haileybury Campus) B104-KL (Kirkland Lake Campus) B006-PC (Timmings Campus) B207-CK (Distance)

## DESCRIPTION

Go beyond the numbers.

Claim your place as an essential member of the financial management team thanks to Northern's two-year diploma in Business Accounting. Year 1 focuses on Business Fundamentals. Then you'll dive into a curriculum that blends working-world case studies with ledgers and the latest technology. You'll learn how to balance the books and perform analyses that are critical to daily operations in finance as well as business strategy. You'll design and implement an accounting system for a small business. You'll even apply accounting concepts to prepare tax returns and forecast trends. Plus, with additional courses in marketing, Canadian business law and human resources management, you'll graduate knowing how the numbers affect decision-making on every level — from macroeconomics right down to personal income tax.

## CAREER OPPORTUNITIES

- Accountant or Financial auditor
- Tax accountant
- Assistant controller
- Employed by private and public sector accounting and auditing firms

## VOCATIONAL LEARNING OUTCOMES

1. Record financial transactions in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships, private enterprises, publicly accountable enterprises and non-profit organizations.
2. Prepare and present financial statements, reports and other documents in compliance with Canadian Generally Accepted Accounting Principles for sole proprietorships, partnerships and private enterprises.
3. Contribute to recurring decision-making by applying fundamental management accounting concepts.
4. Prepare individuals' income tax returns and basic tax planning in compliance with relevant legislation and regulations.
5. Analyze organizational structures, the interdependence of functional areas, and the impact those relationships can have on financial performance.
6. Analyze, within a Canadian context, the impact of economic variables, legislation, ethics, technological advances, and the environment on an organization's operations.
7. Outline the elements of an organization's internal control system and risk management.

8. Contribute to recurring decision-making by applying fundamental financial management concepts.

## PROGRAM COURSES

The following reflects the planned course sequence for full-time offerings of the program. Programs at Northern College are delivered using a variety of instruction modes. Courses may be offered in the classroom or lab, entirely online, or in a hybrid mode which combines classroom sessions with virtual learning activities.

<b>Semester 1</b>		<b>Hours</b>
AC1034	Introduction to Financial Accounting	56
BU1103	Introduction to Human Resources	42
BU1363	Introduction to Business Concepts	42
CM1323	Professional Communications	42
IN1173	Computer Applications for Business I	42
MA1024	Business Math I	56
MR1073	Introduction to Marketing	42
 <b>Semester 2</b>		
AC2034	Financial Accounting II	56
BU3113	Organizational Behaviour	42
BU4033	Microeconomics	42
CM2303	Communications for the Workplace	42
GN1443	Indigenous Culture and Awareness	42
MA2024	Business Math II	56
MR2003	Marketing II	42
 <b>Semester 3</b>		
AC1043	Accounting Applications	42
AC3016	Intermediate Accounting I	84
AC3034	Management Accounting I	56
BU3103	Macroeconomics	42
General Education Elective		42
MA3004	Statistics	56
 <b>Semester 4</b>		
AC4003	Accounting Information Systems	42
AC4006	Intermediate Accounting II	84
AC4024	Taxation I	56
BU4003	Business Law	42
BU4024	Finance I	56
General Education Elective		42

## PROGRAM PROGRESSION

The following reflects the planned progression for full-time offerings of the program.

### Fall Intake

Sem 1: Fall 2024

Sem 2: Winter 2025

### Winter Intake

Sem 1: Winter 2025

Sem 2: Summer 2025

## WORK INTEGRATED LEARNING OPPORTUNITIES

N/A

## ARTICULATION/TRANSFER AGREEMENTS

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program coordinator for specific details if you are interested in pursuing such an option. Additional information can be found at [Articulation Agreements](#).

## ADDITIONAL INFORMATION

### Fall Intake

Apply to this program on OCAS. When studies commence, you are automatically registered in the first year Business Fundamentals which is a common first year business program for Northern College's two-year business programs in Accounting, Human Resources Management, Marketing, Global Business, Entrepreneurship and Technology, and Business General studies.

### January Intake

Apply directly to the January intake program codes for the common first year Business Fundamentals Certificate program and upon completing this first year, you can register for the fall into the second year of the two-year business program of your choice. Northern College's two-year business programs include Accounting, Human Resources Management, Marketing, Global Business, Entrepreneurship and Technology, and Business General studies.

## PROGRAM SPECIFIC REQUIREMENTS

N/A

## ADMISSION REQUIREMENTS

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

- Or equivalent

Academic prerequisites for this program may be obtained free of charge through [Academic Upgrading](#). Applicants who do 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 must undergo academic testing and may be required to complete [Prior Learning Assessment & Recognition \(PLAR\)](#) process to demonstrate equivalency of admission requirements prior to admission into a program. For more details, please contact the Admissions Office at 705-235-7222 or [admissions@northern.on.ca](mailto:admissions@northern.on.ca).

## Additional Requirements for International Students

In addition to the admission requirements, international students must have proof of English Proficiency and meet the requirements below.

1. Proof of Senior High School Diploma/Certificate with an equivalent Grade 12 Mathematics (50% min.) and/or Business/Commerce stream.
2. English Proficiency (we will require one of the following):
  - IELTS Academic– International English Language Testing System: a minimum overall score of 6.0 must be achieved with no individual band score under 6.0; however, we will accept one band at 5.5.
  - TOEFL (Test of English as a Foreign Language) – Computer-based overall minimum score of 79
  - PTE (Pearson Test of English) Academic – Graduate Diploma: 58+

If your country of citizenship has English as its official language, we may accept alternate proof of English Proficiency. All educational documents must be submitted in English and will be dependent on the country of citizenship. For more information, contact the international admission office at [INTLapply@northern.on.ca](mailto:INTLapply@northern.on.ca).

## GRADUATION REQUIREMENTS

- 22 Program Courses
- 2 Communications Courses
- 2 General Education Courses

## GRADUATION ELIGIBILITY

To graduate from this program, a student must attain a minimum of 60% or a letter grade of CR (Credit) in each course in each semester unless otherwise stated on the course outline. Students should consult departmental policies and manuals for additional detail and exceptions.

## GRADUATION WINDOW

Students unable to adhere to the program duration of two years (as stated above) may take a maximum of four years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

## CONTACT INFORMATION

For questions about being admitted into the program, please contact Northern College Admissions at [admissions@northern.on.ca](mailto:admissions@northern.on.ca) or by phone at 705-235-3211 ext. 7222. For questions about the content of the program, contact the Program Coordinator.

Jami Burns, Program Coordinator  
Email: [burnsja@northern.on.ca](mailto:burnsja@northern.on.ca)

## COURSE DESCRIPTIONS

### Semester 1

#### **AC1034 Introduction to Financial Accounting**

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements, and accounting for merchandising activities. This course will be essential for further study in financial accounting.

#### **BU1103 Introduction to Human Resources**

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

#### **BU1363 Introduction to Business Concepts**

In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

#### **CM1323 Professional Communications**

In this course, students will learn essential skills for success in college and the workplace. This course focuses on developing and strengthening oral and written communication skills, and critical thinking ability. During this course, students will engage in a variety of forms of communication with a focus on upholding the principles of academic integrity. Students will develop the skills necessary to create discipline-specific documents, practice business etiquette and professionalism, and apply critical thinking strategies to practical scenarios. Upon successful completion of this course, students will be able to plan and draft concise, coherent and well-organized writing assignments that are tailored to specific audiences and purposes.

#### **IN1173 Computer Applications for Business I**

In this course, students will gain practical experience with Microsoft Excel for Windows. Excel will be used to prepare various reports, presentations and applications which directly correlate to the critical-thinking requirements of the workplace. Students will gain practical experience working with formulas and functions, developing, and enhancing financial reports, organizing data with charts, data lists, and tables, managing multiple work sheets, workbooks, and external data sources, developing macros, using conditional functions, working with financial tools and functions, and performing what-if analysis.

#### **MA1024 Business Math I**

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing topics that include ratios, proportions and percentages, math of merchandising that include mark-ups and mark-downs, various payroll scenarios, and the evaluation and calculations using simple interest.

## **MR1073 Introduction to Marketing**

This course is an informative introduction into marketing. Students will become acquainted with current Canadian marketing concepts, terminology, and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's profitability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

## **Semester 2**

### **AC2034 Financial Accounting II**

In this course, students will examine, in more depth, select assets and liabilities found on the balance sheet as well as learn to account for equity transactions involving partnerships. Assets examined include cash, accounts receivable, notes receivable, plant, property, and equipment and intangibles. Liabilities studied will include short- and long-term notes payable, warranty liabilities and payroll & liabilities.

### **BU3113 Organizational Behaviour**

In this course, students will be introduced to managing and navigating organizational behaviour in a professional Canadian business environment, at the same time keeping in mind the increasingly interdependent nature of globalization. This course examines management and group dynamics from the manager as well as employee point of view, both in an professional setting. There is significant emphasis on how OB research into the area of workplace experience of managers and employees contributes to the productivity of the organization. The course brings in numerous examples of practical applications with the involvement of the learners from real-life situations and personal experiences to analyze the concepts discussed. There is also key emphasis on developing awareness towards corporate social responsibility and the relation between ethical practices and organizational behaviour.

### **BU4033 Microeconomics**

This course is designed to introduce the student to the study of economics, beginning with the field of microeconomics. The course will use scientific theory in order to better understand the relationship and consequence of economic and business decisions. Additionally, this course will use mathematical procedures in order to predict and practically use economic models in real world settings. As opposed to Macroeconomics, Microeconomics will focus on the effects of business decisions on an industry or a single business specifically. Topics include supply and demand, elasticity, consumer choice, and production costs in the short and long run.

### **CM2303 Communications for the Workplace**

In this course, students will develop professional communication skills required for success in the workplace. Students will continue to develop and strengthen their oral and written communication skills and critical thinking abilities. During this course, students will use various modes of communication to complete assignments designed to meet program and professional expectations. Students will utilize a variety of technologies for the purpose of creating a professional presence in a digital environment. Students will develop the necessary skills to create polished workplace documents such as letters, resumes, cover letters and reports tailored to specific audiences. Students will learn to conduct themselves with professionalism in both workplace interviews and job searches. Upon successful completion of this course, students will be able to create clear, concise and coherent workplace and employment documents that are error-free and designed for specific audiences and purposes.

## **GN1443 Indigenous Culture and Awareness**

This general education course will provide students with an introduction to Canadian Indigenous Nations' history, sovereignty, land titles, cultural history and current critical issues. Topics addressed include the content of Indigenous rights, economic and social development, community and political processes, and business law and policies, justice & social services. Canadian Indigenous History and Relations is a general education course that has been incorporated into all programs at Northern College.

## **MA2024 Business Math II**

In this course, students will develop their business mathematics skills expanding them to compound interest scenarios that include single cash flows of future value and present value, ordinary simple annuities, ordinary general annuities, simple and general annuities due, deferred annuities, perpetuities, and perpetuities due. Throughout the course, students will not only evaluate the requirements but also use their critical thinking skills to evaluate appropriate investments to make and aspects of a variety of loans to consider all in a business environment whether that be in the private, public, or not-for-profit sectors of industries.

## **MR2003 Marketing II**

In this course, students will follow the accepted concepts of marketing, current marketing principles/practices, and their applications as functional decision-making management tools. Topics will include all aspects of product/service marketing and management, price determination and pricing strategies, distribution-related strategies, marketing communications strategies (including advertising, personal selling, sales promotions, event marketing and sponsorship, public relations and direct marketing) and non-profit marketing and global marketing. This course builds on the foundation of MR1073 Introduction to Marketing I. Students will continue to examine current Canadian material on marketing and determine strategies for developing new products and services that are consistent with evolving marketing needs and principles of sustainability. Students will apply their knowledge in producing a marketing plan where they will set marketing objectives, develop a marketing mix, along with developing marketing strategies. Budgetary considerations will be taken into account, and evaluation criteria identified. Students will also contribute to the development of pricing strategies and participate in conducting market research to provide information needed to make marketing decisions.

## **Semester 3**

### **AC1043 Accounting Applications**

In this course, Students are introduced to a computerized accounting application as utilized by employees and managers in daily operations and decision-making processes. Using SAGE 50 Accounting Software Students will gain practical experience recording business transactions in the General Ledger, Receivables, Payables, Payroll, Inventory and Banking Modules using "real-world" companies and industries. Practical Experience is further obtained by the design, set-up, and implementation of an accounting system for a Small Business.

### **AC3016 Intermediate Accounting I**

In this course, students will acquire a comprehensive overview of topics and concepts in financial accounting at an intermediate level of complexity. They will learn about the accounting standards and conceptual framework for private and publicly accountable enterprises by completing, identifying and applying the proper presentation and disclosure requirements for all financial statements under ASPE and IFRS. Students will focus on the organization, operation and reporting in a corporate environment with emphasis on the asset section of the balance sheet and examine such topics as cash and receivables, inventory, investments, property, plant and equipment, intangible assets and goodwill.



## **AC3034 Management Accounting I**

In this course, students will be introduced to management accounting, a form of accounting used by managers to plan, control, and make decisions regarding operations. Topics include: analysis of different types of costs, cost behaviour, cost-volume-profit analysis, job-order costing, activity based costing, variable and absorption costing, budgeting, variance analysis, and relevant costs in decision making for Add/drop, Make/buy, and joint product cost decisions.

## **BU3103 Macroeconomics**

In this course, students will discuss large-scale economic phenomena to gain an understanding of the role and relevance of economics in business studies. Students will examine the behaviours of individual nations in a global economics context. This course will present the Economic Problem and discuss such concepts as scarcity, choice, opportunity cost as well as efficiency and unemployment. You will examine demand & supply and understand how and why economists measure the economy, while learning about GDP, national income and inflation. Further, students will explore business cycles and the aggregate expenditures model. They will review explanations for such things as prices and output in aggregate demand and supply from a macroeconomics perspective. And finally, students will consider federal government's fiscal policy, examine technological change, global trade, and the effect of tariffs.

## **General Education Elective**

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.

## **MA3004 Statistics**

In this course, students will apply the necessary mathematical skills for conducting descriptive and inferential statistical analyses with business applications. Topics will include data description and graphical presentation, calculating and interpreting variables relating to central tendency and dispersion, analyzing both descriptive and inferential probability distributions, sampling distributions and estimation, principles of confidence intervals and hypothesis testing in order to test the validity of statistical statements involving samples.

## **Semester 4**

### **AC4003 Accounting Information Systems**

In this course, students will gain systems-based knowledge in the importance of Management Information Systems to Business Strategy. The 5 Component Model, characteristics of data, organizational strategy, and business processes, form the theory on which practical experience is gained with Business Intelligence Software, Microsoft Access, Artificial Intelligence, and Accounting Information Systems. Students will gain knowledge in Systems Development Life Cycle, Business Process Modeling, Data Modeling, Information Systems Security, the Cloud and Social Media Information Systems.

### **AC4006 Intermediate Accounting II**

In this course, students will examine, at an intermediate level, transactions, and statement presentation for Current and Long-Term Liabilities with a focus on Bonds, Shareholders' Equity presentation and recording, Complex Financial instruments, including convertible bonds and derivatives, Earning per Share, accounting for current and deferred income taxes, Pensions and Leases. In addition, the proper presentation and disclosure requirements for all financial statements.

## **AC4024 Taxation I**

Students will become familiar with theoretical concepts and technical rules in the Income Tax Act, specifically those applicable to individual taxpayers, and learn to apply them to the determination of net and taxable income and to the calculation of income taxes payable. Students will use the knowledge acquired to prepare a personal income tax return using tax software. Students will specifically cover the following: By referencing the Income Tax Act, determine net income for tax purposes for all taxpayers as well as the calculation of taxable income and tax payable for individuals. Discuss the administration of the Canada Revenue Agency and describe the filing and tax payment procedures applicable to individuals and trusts. Discuss what constitutes Income or Loss from Office or Employment. Discuss tax credits for individuals used to determine taxable income & taxable payable. Distinguish between depreciation for financial reporting purposes and capital cost allowance for income tax purposes. Calculate Income or Loss from a Business in accordance with the Income Tax Act. Calculate Income from Property in accordance with the Income Tax Act. Calculate Capital Gains and Capital Losses. Identify other sources of income and other deductions used to calculate net income for tax purposes. Discuss provisions for retirement planning contained in the Canadian income tax system. Discuss loss carry-overs and the lifetime capital gains deduction in determining tax payable.

## **BU4003 Business Law**

This course presents a practical study of Canadian business law, including the legal and administrative systems, torts, contracts, employment laws, and general legal considerations that arise for a business. In addition, students will assess intellectual property, patent, trademark, copyright, and franchising laws and apply them to business cases. Students will outline the structure of the Canadian legal system, describe torts and professional liability issues, determine the requirements that form contracts, explain the circumstances that enforce contractual obligations, describe legislation and its function in the marketplace, outline the concepts of real and personal property, and relate Ideas and information laws as they apply to business.

## **BU4024 Finance I**

In this course, students will examine the goals and objectives of financial management with an emphasis on decision making. Students will evaluate data to prepare estimates, apply working capital management techniques, evaluate sources of short-term financing, calculate values and rates of return, and calculate the cost of capital. Students will also examine how to apply accounting concepts to finance, how to evaluate past and present data to prepare estimates and how to forecast trends. They will also learn how to evaluate working capital management techniques and sources of short-term financing. The course will end with a review of techniques used to determine if projects should be accepted or rejected based on common analysis criteria.

## **General Education Elective**

General Education Courses are selected online each semester by the student from a list provided and exposes students to a related area of study outside of their immediate academic discipline. Certain programs have predetermined electives.