

Invest in your organization!

Benefits for your organization:

- Positive employee relations
- More productive and involved employees
- Increased recruitment opportunities
- Positive impact on community reputation
- Development of employees suitable for succession planning

Strategies for maximizing this investment:

- Put up posters and provide employees with handouts included in package.
- Encourage employees to take advantage of this professional development opportunity.
- Book an appointment or informational session with a representative from St. Peter's College to discuss the program.
- Offer employees further incentive to take the BAC by supplementing their tuition.
- Empower your employees to use their knowledge gained from the BAC program to benefit your organization.



(306) 682-7886

Financial Prospectus



INVEST in your organization!

Invest in your employees and provide them with an excellent professional development opportunity. Investments in the stock market do not always pay off in the short term, but, an investment in your people helps to secure an organization's future success.

St. Peter's College and the Edwards School of Business
is proud to offer

The Business Administration Certificate



Look inside for details on this investment!

www.stpeterscollege.ca

The Future Portfolio

Required Classes

BAC 11— Introduction to Business (Prerequisite or co-requisite to all other BAC courses)

The focus of this course is on integrated organizational decision making. Learners will examine case studies providing an integrated analysis across the 6 business disciplines over the 4 stages of an organizational life-cycle.

BAC 14—Business Communications

This course introduces learners to the theory and practice of effective business communication for specific audiences and purposes in a changing business environment.

BAC 15—Human Resource Management

This course introduces learners to various concepts and tools that will assist in understanding behaviour and enhancing effectiveness in organizations at individual, group and organization-wide levels.

BAC 16—Financial Information for Decision Making

This course examines the use of financial information for decision making. Topics include management of working capital, financial decisions involving intermediate and long-term financing and capital budgeting.

BAC 25—Managerial Marketing

This course will examine the development of marketing strategy, product policy, distribution channels, management of personal selling, promotion policy, pricing policy and market planning.

Free Elective—choose from:

BAC 35—Global Environment of Business

BAC 29—Business Law

BAC 28—Organizational Behaviour

or one other University Elective at the discretion of the Program Director.

BAC 37—Business Decision Making

This course introduces learners to strategic management frameworks for analysis that will assist them in understanding the impact that external policies have upon organizational decision making.

BAC 38—Business Strategy (Capstone)

This course will focus on case histories in policy formulation designed to expose the learner to a wide range of business problems involving the examination of a company's opportunities.

Admission Requirements: Admission to the BAC is on a case-by-case basis.

A grade 12 standing or a combination of business experience is required.

Applicants who do not meet this requirement may apply for conditional admission.

Fees: Please contact St. Peter's College for information regarding fees.

Dates: Classes begin September 3, 2009 and take place in the evenings, once a week. Students are recommended to take one course per semester.

Portfolio Returns

The Business Administration Certificate (BAC) is a sound investment in your people. The goal of the BAC is to provide an academic supplement to practical business knowledge. The program is well-suited for learners in entry or mid-level job roles with limited academic experience and ample practical business knowledge.

The BAC Program can benefit both the employer and the employee. This professional development opportunity gives employers and their employees an opportunity to:

- Increase work capacity
- Increase work productivity
- Improve job performance
- Improve opportunities for succession planning

Learners attend classes in the evening, once a week which means there is a low time investment with significant returns. The BAC program will acquaint learners with the business environment, language, concepts, and types of problems commonly encountered in organizations. It will familiarize learners with required analytical techniques and practical management skills. The BAC will help to grow and develop your employees and enhance their ability to contribute to your business.

Encourage your employees to enrol in the program today!

The posters and pamphlets included in this package are for your employees and communicate the importance and benefit to enhancing their practical knowledge through academic learning. If you have further questions, contact Student Services at St. Peter's College.

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