

Program Name	Management Studies	
Program Number	031	

Program Description

The Management Studies is a general management program intended to provide the knowledge and skills necessary for students who want to start administrative and management careers in business, government and non-profit organizations. The program emphasizes content relevant to the Nunavut employment market.

The Diploma program offers specialized concentrations in Business Administration, Community Economic Development, Financial Management, and Public Administration.

A one year Certificate program without specializations is also available.

STUDENT RECORDS SYSTEM	
P & P Motion #	_____
B of G Motion #	_____
Date Approved	_____
Date Deactivated	_____

Inuit Qaujimaningit

Inuit knowledge is integrated into this program in the following ways:

Students in the program will gain skills and acquire knowledge in the areas of best practices in office management and professional development, drawing on current western management theories and Inuit knowledge. Elders, members of Inuit organizations, and Inuit managers and business owners will be an integral part of many courses in the program and be invited to present the Inuit perspective on business management.

Presentation of program content will draw heavily on the Inuit concept of Pilimmaksarniq: development of skills through practice, effort, action and patience. Instructors will seek to balance instructional methods through the use of learning labs and project-based learning assignments, in addition to conventional lectures.

Students will be expected to develop the ability to work in teams and work groups applying the concept of collaborative relationship or working together for a common purpose: Piliriqatigiingniq.

Program Eligibility

Applicants wishing to apply for this program must have:

A General or Advanced High School Diploma, ABE English 150 and ABE Math 140 or equivalent. Mature students who do not have the required academic background will be considered individually. In the absence of

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the above listed entrance requirements, the NAC Academic Placement Test may be required.

Applicant Assessment

Personal or telephone interviews with the Program Co-ordinator or designate are encouraged for all applicants. A one page letter of intent may be required for full time student applicants. Three references will be checked. In addition, placement tests for English and Math may be administered.

Program Admission

Applicants will be admitted to the program based on the program eligibility criteria, subject to space availability.

Program Information

Students who demonstrate a weakness in writing or mathematics may be required to upgrade their skills in addition to their regular program.

NAC offers the Academic Studies Program to assist students to prepare for entrance to diploma programs.

Students who require significant upgrading to reach minimum skill requirements are encouraged to complete upgrading prior to applying to the program.

Program Objectives

1. To develop core competencies needed for entry level administrative and management jobs.
2. To prepare students for employment within the public, private and/or non-profit sectors in Nunavut.
3. To provide an educational base so students may continue their education.

Completion Requirements

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Length:

Management Studies Diploma Core Courses

YR	Number	Course/Module Name	Credits	Cr Hrs
1	031-111	Management Communications	3	45
1	031-121	Management Math	3	45
1	031-135	Intro to Financial Accounting A	3	45
1 or 2	031-136	Intro to Financial Accounting B	3	45
1	031-145	Intro to Microcomputers	3	45
1 or 2	037-191, 031-191 or 035-193	Intro to Northern Government, Intro to Canadian Government & Politics or Government Financial Management	3	45
1 or 2	031-281	Macroeconomics	3	45
1 or 2	031-251	Business Law	3	45
1 or 2	031-271	Organizational Behaviour	3	45
2	031-221	Statistics	3	45

Community Economic Development Diploma Concentration -- Required Courses

YR	Number	Course/Module Name	Credits	Cr Hrs
1 or 2	031-151	Principles of Management	3	45
1	031-161	Basic Marketing	3	45
2	031-235	Intro to Managerial Accounting A	3	45
2	031-252	Small Business Management	3	45
2	031-293	Local and Regional Public Issues	3	45
1	031-711 or 031-712	Intro to Native Issues -- Historical or Intro to Native Issues -- Contemporary	3	45
1	031-713	Intro to Community Development	3	45
1	031-714	Intro to Community-Based Economic Development	3	45
	079-420	Portfolio Development	3	45
		Elective (Campus Choice)	3	45

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Public Administration Diploma Concentration -- Required Courses

YR	Number	Course/Module Name	Credits	Cr Hrs
1	031-151	Principles of Management	3	45
1	031-142	Spreadsheets	3	45
2	031-241	Database Management	3	45
2	031-291	Public Policy	3	45
2	031-292	Public Finance	3	45
2	031-293	Local and Regional Public Issues	3	45
		Elective (Campus Choice)	3	45
		Elective (Campus Choice)	3	45
		Elective (Campus Choice)	3	45

Business Administration Diploma Concentration -- Required Courses

YR	Number	Course/Module Name	Credits	Cr Hrs
	031-142	Spreadsheets	3	45
	031-151	Principles of Management	3	45
	031-161	Basic Marketing	3	45
	031-241	Database Management	3	45
	031-252	Small Business Management	3	45
	031-232	Financial Management	3	45
		Elective (Campus Choice)	3	45
		Elective (Campus Choice)	3	45
		Elective (Campus Choice)	3	45
		Elective (Campus Choice)	3	45

Financial Management Diploma Concentration -- Required Courses

YR	Number	Course/Module Name	Credits	Cr Hrs
	031-181	Microeconomics	3	45
	031-245	Intermediate Accounting A	3	45
	031-246	Intermediate Accounting B	3	45
	031-235	Managerial Accounting A	3	45
	031-236	Managerial Accounting B	3	45
	031-255	Finance A	3	45
	031-256	Finance B	3	45
	031-262	Management Information Systems A	3	45
		Elective (Campus Choice)	3	45
		Elective (Campus Choice)	3	45

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Management Studies – Elective Courses

Note: Any required MS course from a different concentration may be used to fulfil elective requirements

	031-181	Microeconomics	3	45
	031-191	Intro to Canadian Government & Politics	3	45
	031-200	Independent Study	3	45
	031-236	Intro to Managerial Accounting B	3	45
	031-242	Automated Accounting	3	45
	031-243	Advanced Database Management	3	45
	031-272	Human Resource management	3	45
	075-137	Inuit language for Business	3	45
	031-261	Marketing Management	3	45
	031-007	International Studies in Management	15	1 semester
	080-153	Inuit Language 130		
	193-641	The Circumpolar World	3	45
	170-203	Public Sector Finance	3	45
	031-275	Titiraniq Naanilirinirlu (Inuit Writing & Grammar for the Workplace)	3	45

Total Credits:

60

Management Studies Certificate

YR	Number	Course/Module Name	Credits	Cr Hrs	Semester
1	031-111	Management Communications	3	45	
1	031-121	Management Math	3	45	
1	031-135 or 031-292	Intro to Financial Accounting A or Public Finance	3	45	
1	031-145	Intro to Microcomputers	3	45	
1	031-151 or 031-271	Principles of Management or Organizational Behaviour	3	45	
1	037-191 031-191 or 035-193	Intro to Northern Government, Intro to Canadian Government & Politics or Government Financial Management	3	45	
		Elective (Campus Choice)	3	45	
		Elective (Campus Choice)	3	45	
		Elective (Campus Choice)	3	45	

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Total Credits: 30

Prepared By: Management Studies Team – Kivalliq Campus

Revised By: Academic Affaires

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Course Descriptions

031-100 Practicum

Work experience Practicum. Provides students with an opportunity to apply theoretical knowledge learned in first year to work situation. A pre-approved plan is prepared by the faculty advisor in consultation with the work supervisor and the student, resulting in a final student report.

031-111 Management Communications (Prerequisite: Students must be able to communicate proficiently (written and orally) in the language of instruction. This course examines the theory and practise of communications in a management context with emphasis on both oral and written communications. The classes and assignments stress a strategic approach to management communications in order to enhance the effectiveness of professional communications.

031-121 Management Math (Prerequisite: It is strongly recommended that students have completed grade twelve (12) mathematics prior to this course). Study of mathematical concepts in a business context. Emphasis is placed on a general review of mathematical fundamentals, break-even analysis, discounts, mark-ups and markdowns, various interest calculations, annuities and bonds.

031-135 Introduction to Financial Accounting A

The course covers financial statements for service and merchandising businesses under corporations, partnerships, and proprietorships. The course introduces the general-purpose financial statements, the concepts, assumptions, and principles upon which the statements are prepared, and the techniques used to process financial data, generate financial statements, and analyze such statements.

031-136 Introduction to Financial Accounting B (Prerequisite 031-135)

This course, a continuation of Introduction to Financial Accounting A, provides a more detailed study of accounting for the balance sheet components of capital assets, investments, liabilities, and shareholders' equity; partnerships and corporation, with emphasis on corporate reporting of income, earnings per share (EPS), and retained earnings; Statement of changes in financial position (SCFP), and analysis of financial statements.

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031-142 Spreadsheets (Prerequisites: 031-141 or 031-145)

The student is introduced to microcomputer spreadsheets to develop skills in creating and using them. The course familiarizes students with potential management applications of spreadsheets. Problem solving exercises are used to reinforce newly acquired skills.

031-151 Principles of Management

The student is introduced to widely accepted management theories and practices. Nunavut relevant case studies, discussions and other assignments reinforce the application of concepts introduced.

031-161 Basic Marketing

The students are introduced to marketing, fundamentally oriented around target marketing, product planning, market segmentation, pricing/promotional strategies, and methods of planning/implementing and controlling marketing activities. Case studies and a market simulation will reinforce the concepts presented.

031-181 Microeconomics

This course introduces to the students the principles of consumption, production, exchange, and market and firm equilibrium under different competitive conditions. These principles are applied to various contemporary problems in the Canadian and Nunavut economies. Firms, households, and, to a lesser extent, governments are discussed as the main actors in this economic arena.

031-191 Introduction to Canadian Government & Politics

This course is designed to introduce students to politics and the structure of governments with special emphasis on the emerging structures of government in the Nunavut including aboriginal self-government.

031-200 Independent Studies

Students will prepare and submit an original 10,000 – 12,000 work research paper; they are also required to orally present their research to their instructor.

031-221 Statistics (Prerequisite 031-121)

The student is introduced to statistical research and testing techniques as they apply to business. The course emphasizes conceptual learning by example and problem solving. Assigned projects introduce the student to statistical research methods and allow for the application of the methods taught in the course.

031-232 Management Finance

This course introduces the student to various financial problems encountered by managers in positions of responsibility. The course emphasizes various ratio calculations on financial statements. The students will demonstrate financial budgeting and control methods as well as understanding the need to effectively manage working capital.

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031-235 Managerial Accounting A (prerequisite 031-131, OR 031-135 and 031-136)
 This course introduces the main concepts and practices of management accounting. The main topics are cost accounting fundamentals, job and process costing, cost-volume-profit analysis, budgeting and control, inventory costing, and information for management control and decision analysis. Computer spreadsheets are used to illustrate concepts and provide hands-on experience.

031-236 Managerial Accounting B (prerequisite 031-131, OR 031-135 & 031-136)
 This course develops a conceptual understanding of the role of management accounting information. Students learn to perform analyses to support managerial decisions, design and implement effective management control systems, and develop an awareness of the moral responsibilities of management accountants. Topics include management accounting and management decisions; relevant information and complications in short-run decisions; capital budgeting; contemporary approaches to product costing; activity-based management; agency theory; responsibility accounting and transfer pricing; and ethical considerations. Computer spreadsheets are used to illustrate concepts and provide hands-on experience.

031-241 Database Management (prerequisite: 031-141 or 031-145) (Prerequisite 031-145)
 This student is introduced to microcomputer databases and is familiarized with potential management applications of microcomputer databases. Students will acquire skills in creating, development and using databases.

031-242 Automated Accounting (prerequisite: 031-135 or equivalent)
 This course teaches automated accounting procedures and practices. This course is based on ACCPAC Advantage Series, Version 5.0 for Windows, and at least includes the following modules: General Ledger, Accounts Payable, and Accounts Receivable.

031-243 Advanced Database Management (prerequisite 031-241)
 This is an advanced database course in the use of computer based information system for management decision making.

031-245 Intermediate Accounting A (Prerequisite: 031-135 and 031-136)
 This intermediate financial accounting course focuses on the asset side of the balance sheet. The first part of the course covers financial reporting and accounting concepts, income statement and balance sheet presentation, the cash flow statement, and revenue and expense recognition. The valuation of notes receivable, investment in debt securities, and leases are studied. The second half of the course covers current monetary balances, inventory and cost of goods sold, temporary and long-term investments, and capital assets. Computer software is used to demonstrate accounting concepts and procedures and to provide hands-on experience.

031-246 Intermediate Accounting B (031-135, 031-136, and 031-245)
 This intermediate financial accounting course emphasizes liabilities and equities. Topics include legal and financial aspects of partnerships and corporations; current and long-term liabilities; shareholders' equity; complex debt and

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equity instruments; leases; accounting for income taxes; pension and other post-employment benefits; accounting changes; cash flow statement; and the analysis of financial statements. Computer software is used to illustrate concepts and provide hands-on experience. The related accounting practice set is Practice Set 2 [PS2].

031-251 Contract Law

Introduction to law. This course examines the legal system and certain legal concepts as they relate to management. The course emphasizes contract law with some examination of the Law of Tort (negligence) and Employment Law.

031-252 Small Business Management

This course is designed to provide participants with an overall understanding, knowledge and skill in the development and operation of a small business. The preparation of a business plan is an integral part of this course.

031-255 Finance A (Prerequisite: 031-135, 031-136, and 031-181)

This foundation course in managerial finance focuses on the major decisions made by the financial executive. Content includes analysis of the financial environment and its components; security valuation; the determinants of interest rates; strategic decisions in capital budgeting, cash flow estimation, and the cost of capital; working capital management; and financial planning. Computer spreadsheets are used to demonstrate concepts and provide practice in basic financial analysis.

031-256 Finance B (Prerequisite: 031-236, 031-246, 031-181, and 031-255)

This advanced finance course provides an in-depth study of issues and tools that will assist financial managers in making decisions. Topics include capital budgeting under uncertainty; long-term sources of funds; capital structure; dividend policy; special financing and investment decisions; futures, forwards, options, and swaps; treasury risk management; financial planning; as well as long-term planning and strategic issues in finance.

031-261 Marketing Management (prerequisite 031-161)

This is a second year marketing course that deals with consumer behaviour and specific Product Marketing Techniques.

031-262 Management Information Systems (Prerequisite: 031-135 and 031-136)

This is an introductory course in the use of computer-based information systems in management and accounting. Topics surveyed include hardware and software of computer systems; file and database organization; networks and telecommunications; the systems development process; designing information systems solutions; systems security and controls; artificial intelligence; and the management of information systems. Computer software is used to provide illustration and practice in database concepts.

031-271 Organizational Behaviour

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The students will enhance their ability to operate effectively in organizations, through the practical experience of group behaviour in the classroom, case studies and understanding of concepts.

031-272 Human Resources Management

The student is introduced to the role of the Human Resources Management within organizations. In addition to identifying factors that impact on Human Resources Management, different areas are discussed which include recruitment, selection, job evaluation, compensation, benefits and administration, training and development, and employment relations. The general principles of Human Resources Management, as well as further trends are reviewed.

031-281 Macroeconomics

The course introduces the student to the fundamental concepts and behaviours of macroeconomics in the Canadian economy.

031-291 Public Policy

The student is introduced to the practice and study of public policy in a Canadian setting, with special emphasis in practices in the Nunavut. Topics include a philosophical foundation and policy development.

031-292 Public Finance

This course outlines the public financial management process and acquaints students with principal aims, methods and practices of government budgeting. The Nunavut government financial appropriation and control system is emphasized.

031-293 Local and Regional Public Issues

This course is designed to examine the current issues and concerns facing Northerners today, including, but not limited to, aboriginal self-government, decentralizations and land claims issues.

031-711 Introduction to Natives Studies: Historical Overview

This course examines the contemporary situation of Native people of Canada in the context of the historical interaction between Aboriginal and Non-aboriginal societies. Contemporary social analyses are used in conjunction with oral traditions and knowledge to define methods or inquiry in Native Studies.

031-712 Introduction to Native Studies: Contemporary Issues (prerequisite 031-711)

This course examines the contemporary situation of Native people of Canada in the context of the historical interaction between Aboriginal and Non-aboriginal societies. Contemporary social analyses are used in conjunction with oral traditions and knowledge to define methods or inquiry in Native Studies.

031-713 Introduction to Community Development

This course will provide an overview of contemporary Native community approaches and activities, introduce the

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community-based planning and development model, and introduce the process of researching and compiling and community profile

031-714 Introduction to Community Based Economic Development (prerequisite 031-713)

This course introduces the historic and present factors affecting Native economic development, including traditional trading patterns, fur trade, government policies and resource development. Several case studies in Aboriginal economic development will be examined. The Development Wheel method of community economic development will be presented.

037-191 Introduction to Northern Government

This is a study of politics and the structure of governments with special application to the emerging structures of government in Nunavut. This examination will include a look at Aboriginal organizations, hamlets, housing associations, boards and agencies, and regional organizations.

075-137 Inuit Language for Business

This course focuses on the study of Inuktitut/Inuinnaqtun with an emphasis on the language and issues pertaining to the world of business. Special emphasis on reading, speaking and writing in order to enhance the effectiveness of professional communications, especially the projected economic growth of tourism, resources, health and education.

031-007 International Studies in Management

Nunavut Arctic College recognizes the academic, professional and personal development that result from study abroad. Where the senior instructor deems the course and project work equivalent to one semester of study in the Management Studies program at Nunavut Arctic College, students who study at an international institution will be given 15 credits towards their diploma in Management Studies.

079-420 Portfolio Development

Learners will work to create a prior learning portfolio that identifies and provide evidence of the skills, knowledge, and attitudes that they have learned from all areas of their lives. This will be accomplished by reflecting on formal and informal education experiences related to all areas of life, including family, community, land, traditional activities, work experience, and education/training. Portfolio documentation will vary from learner to learner, depending on their specific life experience, but will usually includes narrative, sample of work, photographs transcriptions of information about learner's life experiences.

The focus of the first half of the course is the exploration and identification of life learning. The second half of the course is to analyze life learning, identify personal strengths, and create a plan to achieve personal goals, and explore the use of portfolio in various contexts.

080-153 Inuktitut Language 130

Upon completion of the course, students will be able to read and understand typical modern texts, in roman or

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syllabics, from their own and similar dialects. They will be able to write short articles structurally and orthographically correct, in both orthographies. Spelling is to be 95 % correct (This is an interim standard) and have enough understanding of the basics of Inuktitut grammar to appreciate the regularities underlying the various dialects of Canadian Inuktitut.

193-641 Circumpolar World

The Circumpolar World introduces students to the landscape, peoples and issues of the region. Beginning with an examination of the geography, biological and physical systems of the Sub arctic and Arctic, it then turns to the aboriginal and contemporary peoples of the region. The history of the Circumpolar World is treated in a broad fashion, to provide grounding in the events and developments that have created the regions contemporary qualities. The second part of the course surveys some of the particular issues facing the region, including climate change, economic, political and social development. The prospects for the region in the future are discussed, as is the potential role for the University of the Arctic. This course ultimately is intended to stimulate interest in the circumpolar world and the University of the Arctic

170-203 Public Sector Finance

This course will review the basic function of each level of government and how funds flow through and between these governments. Grater emphasis will be placed on how the local level manages and controls its financial responsibilities. This will include information on what is necessary for effective budgeting, financial reporting and monitoring.

031-275 Titiraniq Naanilirinirlu (Inuit Writing & Grammar for the Workplace)

This course builds professional writing and speaking skills and confidence among Inuit first language speakers. Instruction focuses on ICI standardizing writing system for both syllabics (qaniujaaqpait) and Roman orthography (qaliujaaqpait) Topics include Inuit language vocabulary, grammar, phonology and morphology and the historical evolution of the written Inuit language. Focus is on practical, professional writing in a management setting. All instruction and learning materials are delivered in the Inuit language.

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