

ADMN 170 - Introduction to Business

Information Sheet

Dual Credit Course – ADMN 170 Introduction to Business

Selkirk College is offering a dual credit course for Grade 11 and 12 high school students, which upon completion will provide them with:

- 3 Selkirk College credits toward the Business Administration Diploma
- The option to transfer these credits to other Postsecondary Institutions
- XX high school credits toward graduation
- The option to also apply these credits towards a Career option High School course.

This dual credit course will be delivered exclusively to High Schools throughout the west Kootenays through an online asynchronous course starting at the beginning of February 2024 and continuing for 15 weeks.

The course is programmed for weekly readings and small assignments and students will have access to regular instructor hours in the early evening on a day to be scheduled.

Additionally, there will be one or two optional in-person sessions held at the Castlegar campus during a weekday, coinciding with open-house recruitment events.

Course Description

Students will develop a business plan based on their own idea or that of an existing business.

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Introduction to Business is a course that introduces students to the management and operation of business, including the principles, concepts, ideas and tools used by managers. In addition, the course exposes students to international and local business issues, and to large companies as well as to smaller, entrepreneurial firms. This course also introduces students to Career exploration and preparation.

Upon successful completion of this course, you will be able to:

1. describe foundational business terms, concepts, and models of analysis.
2. conduct a situational analysis for a business to develop a strategic plan.
3. use evidence-based data to support planning and decision-making.
4. apply effective critical thinking for business decision-making.
5. apply a teamwork collaboration model.
6. conduct a career exploration through completion of Career Launch - Module 1.

Students will continue to be supported by their high school counsellors and School Based Team. This includes coordination with Selkirk College Accessibility Services to ensure students have access to learning supports as needed. Students must comply with both school district and Selkirk College policies.

Note that students who wish to join Selkirk College in the future are subject to regular Admission requirements for their respective program.

The School of Business Program Coordinator will liaise with high school counsellors.

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OTHER COURSE DETAILS

Delivery mode: Online

Pre-requisite: When taken as part of the Business Administration diploma, the relevant program pre-requisite is English 12. Pre-requisites are waived when applying through Open Studies; however, students are advised to take note of the pre-requisite when considering taking this course. Students are recommended to have completed both English 10 or equivalent and any Math 10 with a minimum 60%.

Tuition and fees: \$397.40 + \$40 application fee = \$437.40 (**The Selkirk College School of Business will cover all fees associated with this course for the first 20 students to register on a first-come, first-served basis**). There is no additional textbook cost, and Selkirk College Student Union fees are waived for 2023/24.

When: February 5, 2024 to May 17, 2024

Registration deadline: January 20, 2024

ENTRANCE SCHOLARSHIPS

Having a post-secondary course (from any institution) prior to your first year of post-secondary can impact your opportunities to be eligible for certain scholarships available to High School students. If you're concerned, it is important that you call and directly ask the institution you intend to enter at a later date.

SELKIRK COLLEGE CONTACTS:

Jeanne Kim, Chair – Selkirk College School of Business jkim@selkirk.ca

Andrew Scherck, Program Coordinator – Selkirk College School of Business
businesspa@selkirk.ca

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FUTURES**

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HOW TO APPLY:

1. Fill out the fillable Transitions application form **attached to this email**.

- a. Please make sure to have the student, parents, and counselor sign

*Unfortunately, our Admissions Office can no longer accept application forms filled out in pencil or pen

2. Fill out the Authorization of Release of Student Information form attached to this email but can also be found at:

[2022 FORM Registrars StudentAuthoRelease.pdf \(selkirk.ca\)](#)

- 3.. Attach a copy of the student's Interim high school transcripts and email the application, Authorization of Release of Student Information form and transcripts directly to: BusinessAdmissions@Selkirk.ca

PAYMENT:

If your School District will be sponsoring you to take this course:

1. Fill out the Sponsorship Authorization form found at: [SC-Registrars-Sponsorship-Authorization-Form-SAF-Fillable.pdf \(selkirk.ca\)](#)
2. Email this directly to: AccountsReceivable@Selkirk.ca