

Dual Credit Course – ADMN 170 Introduction to Business (Winter 2025) Information Sheet

Selkirk College is offering a dual credit course for Grade 11 and 12 high school students. Upon completion, students will receive:

- **3 Selkirk College credits** applicable toward the Business Administration Diploma.
- **Transferable credits** that can be applied to other postsecondary institutions.
- **High school credits** toward graduation.
- The option to use these credits for a **Career Option High School course**.

Course Delivery

This dual credit course will be offered **online and asynchronously** to high schools across the West Kootenays from **February 3 to May 30, 2025**.

- The course will include **weekly readings and small assignments**.
- Students will have access to regular instructor office hours in the early evening (exact dates to be announced).
- **Optional in-person sessions** will be held at the Castlegar campus during weekdays, aligning with open-house recruitment events.

Course Overview

Introduction to Business explores the fundamentals of managing and operating businesses. It covers key principles, concepts, tools, and ideas used by managers, with exposure to both local and international business environments, including large corporations and smaller entrepreneurial ventures.

Students will:

- Develop a **business plan** based on their own idea or an existing business.
- Engage in **career exploration and preparation**.
- Spend approximately **three hours per week** completing course-related activities.

This course is an excellent opportunity for students to earn college and high school credits while exploring career pathways in business.

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.

**BUILDING
REMARKABLE
FUTURES**

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.

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: \$393.49 + \$40 application fee = \$433.49. There is no additional textbook cost, and Selkirk College Student Union fees are waived for 2025.

When: February 3, 2025 to May 30, 2025

Registration deadline: January 27, 2025

ENTRANCE SCHOLARSHIPS

Completing a post-secondary course (from any institution) before your first year of post-secondary education may affect your eligibility for certain scholarships designed for high school students. If you're concerned, it's important to check with the institution where you plan to enroll.

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

HOW TO APPLY:

1. Fill out the fillable Selkirk College Application for Transitions form that is **attached to this email**.
 - a. Ensure to have the student, parents, and counselor sign.
 - b. It is important to note that our Admissions Office can no longer accept application forms that have been filled out by hand.
2. Fill out the Authorization of Release of Student Information form attached to this email. It can also be accessed on our website:
[2022 FORM Registrars StudentAuthoRelease.pdf \(selkirk.ca\)](#)
3. Attach a copy of the student’s Interim high school transcripts and email the Application for Transitions form, 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

PROPOSED COURSE OUTLINE

*Subject to Change

Week #	Dates	Concepts	Learner Activities, Resp. etc
1	Feb 3-7	Chapter 1 Understanding Economic Systems and Business	Quiz # 1
2	Feb 10- 14	Chapter 1 Cont	Meeting with Instructor Quiz # 2
3	Feb 17-21	Chapter 11, Creating Products and Pricing Strategies to Meet Customer’s needs	Quiz # 3
4	Feb 24- Feb 28	Chapter 11 Cont	Quiz #4
5	March 3- March 7	Chapter 14 Using Financial Information and Accounting	Assignment # 1 Canvas
6	March 10- 14	Chapter 14 Continued	Quiz # 5
7 & 8	March 17-28 JL Crowe Spring Break SHSS Spring Break		

	LV Rogers Spring Break Grand Forks Break Arrow Lakes		
9	March 31- April 4 (April XX th Entrepreneurship event)	Chapter 5 Entrepreneurship: Starting and managing your own Business	Quiz # 6
10	April 7-11	Chapter 5 Cont	Quiz# 7 Assignment # 2 Financial
11	April 14-18	Chapter 4 Forms of Business Ownership	Quiz # 8
12	April 21-25	Chapter 12, Distributing and Promoting Products and Services	Assignment #3- Entrepreneurship
13	April 28- May 2	Chapter 12 Cont	Meeting with Instructor
14	May 5-9	Chapter 12 Cont	Quiz# 9
15	May 12-16	Chapter 17 Your Career in Business	Quiz # 10
16	May 19-23	Your Career in Business Cont.	Assignment # 4 Career Launch
Online Engagement, Meetings with instructor		20%	
Quizzes (10 @ 2% each)		20%	
Assignment 1- Canvas, Creating Products		15%	
Assignment 2- Financial		15%	
Assignment 3- Entrepreneurship		15%	
Assignment 4- Your Career in Business (Career Launch)		15%	