

May 31, 2011

Board Finance and Property Committee (BFPC) - Approved Motions

The following Motions were approved by the Board Finance and Property Committee in the Open Session of the May 31, 2011 meeting.

Item 4

Agenda Title: **Faculté Saint-Jean and the Business Administration Diploma Program for Collège Saint-Jean**

Motion: THAT the Board of Finance and Property Committee recommend that the Board of Governors approve the proposed (new) Business Administration Diploma Program for Collège Saint-Jean, as submitted by Faculté Saint-Jean and as set out in Attachment 1, to be effective January, 2012.

CARRIED

Item 4 Attachment 1

Item 5

Agenda Title: **Energy Management Program**

Motion 1: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the Next Generation Energy Management Seven Year Program.

CARRIED

Motion 2: THAT the Board Finance and Property approve, subject to the Board of Governors approval of the Next Generation Energy Management Program, the expenditure of not more than Five Million Dollars (\$5,000,000) for the purpose of funding year one of the seven year program.

CARRIED

Motion 3: THAT the Board Finance and Property Committee recommend that the Board of Governors approve and execute a Borrowing Resolution, as set forth in Attachment 2 of the agenda documentation, in an amount of not more than Five Million Dollars (\$5,000,000) in Canadian Funds from the Alberta Capital Finance Authority for a term not to exceed 15 years and at an interest rate of not more than 7.0% for purposes of funding the first year of the seven-year, Next Generation Energy Management Program.

CARRIED AS AMENDED

Item 5 Attachment 2

Item 6

Agenda Title: **Balmoral Repurposing Proposal**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors approve an expenditure of twenty-one million dollars (\$21,000,000) for the repurposing of the Balmoral facility, subject to senior administration completion of the necessary due diligence.

CARRIED

1- NEW PROGRAM PROPOSAL

2- APPENDIX

2.1- APPENDIX A

A1- Technique d'administration des affaires –Program Profile

A2 – Courses description and instructional hours

2.2- APPENDIX B

B1 - Collège Saint-Jean Budget

B2 – Tuition fees calculation

B3 – Calendar information

B4 – Library impact statement

B5 – Memorandum of understanding (MOU)

B6 - Letters of support (TAA)

B7- Letters of support – Work experience placement

New Program Proposal Template

Directions: Complete each section. Cells will expand as you type.

Basics

Program name	Techniques d'administration des affaires (TAA) – Comptabilité, Finance, Management et Marketing	
Proposed program ID		

Program type Select one.	New program	<input checked="" type="checkbox"/>	Provider contact Collège Saint-Jean Campus Saint-Jean (CSJ) University of Alberta Dolorèse Nolette
	Program change	<input type="checkbox"/>	
	Applied degree	<input type="checkbox"/>	
	Phone		(780) 248-1658
	Fax		(780) 465-8780

Credential Select one.	No credential/not applicable	<input type="checkbox"/>	Diploma—Post-Degree	<input checked="" type="checkbox"/>
	Certificate	<input type="checkbox"/>	Degree—Applied	<input type="checkbox"/>
	Certificate—Journeyman	<input type="checkbox"/>	Degree—Bachelor	<input type="checkbox"/>
	Certificate—Post-Basic	<input type="checkbox"/>	Degree—Master	<input type="checkbox"/>
	Certificate—Post-Degree	<input type="checkbox"/>	Degree—Doctoral	<input type="checkbox"/>
	Diploma	<input checked="" type="checkbox"/>	University Transfer	<input type="checkbox"/>
	Diploma—Post-Basic	<input type="checkbox"/>		<input type="checkbox"/>

Nature of proposal Select one.	New	<input type="checkbox"/>	Suspension	<input checked="" type="checkbox"/>
	Expansion	<input type="checkbox"/>	Extension	<input type="checkbox"/>
	Termination	<input type="checkbox"/>	Reactivation	<input type="checkbox"/>
	Downsizing	<input type="checkbox"/>	Other – Program transfer from NAIT to CSJ, U of A	<input checked="" type="checkbox"/>
				<input type="checkbox"/>

Primary funding source Select one (optional).	AL—base grant	<input checked="" type="checkbox"/>	Other public sources	<input checked="" type="checkbox"/>
	AL—new funds	<input type="checkbox"/>	Student sources	<input type="checkbox"/>
	Other Alberta source	<input type="checkbox"/>	Private sources	<input type="checkbox"/>
	Other government source	<input type="checkbox"/>	Other sources	<input type="checkbox"/>
				<input type="checkbox"/>

Program length—years	2 years (4, 16 week terms and 1 practicum, minimum 12 weeks)
Program synopsis Describe the program. Include curriculum content, target student group, target employment, further education options, etc.	
<p>The new Center for college, technical and continuing education for French speaking Albertans (<i>Collège Saint-Jean</i>) was created by virtue of a Board of Governors motion during its March 28, 2008 regular meeting. This motion led to a request made to Alberta Advanced Education and Technology by the Board of Governors for a review of the University of Alberta's mandate to include the nuance allowing for French-language programs leading to college certificates and diplomas. Said review to the mandate was approved by the Minister of Advanced Education and Technology on July 17, 2009. Securing funding for the implementation of <i>Collège Saint-Jean</i> then became the priority for Campus Saint-Jean's administrative team.</p> <p>In this proposal, approval is sought to offer a bilingual two-year Business Administration Diploma Program</p>	

(*Techniques d'administration des affaires*), formerly offered at NAIT and discontinued in 2006. It is our understanding that the pertinence of the program was questioned after it had been offered for ten years. Registrations were down significantly. *Collège Saint-Jean* feels that it can be successful in offering this program since it is an affiliation of Faculté Saint-Jean, whose strong presence and proven record in the Francophone community is a given. The possibility of tapping into resources meant to support students which have been developed over time provides an advantage to college-level students as they make their way through the program. Also, Faculté Saint-Jean has developed expertise in recruiting students from within this province and Western Canada as well as within several Francophone countries of the world. This established network will serve this program well and already, the international recruiter is indicating that there are several requests for junior level administration programs.

Courses in the first year of this program are common to all students and will be offered in French. The ten core first year courses must be successfully completed for entry to the second year. Near the end of the first year students must select among the following four areas of specialization: Accounting, Finance, Management or Marketing. Those courses that are common to the specializations will be offered in French to second year students, through a hybrid model of delivery involving the Moodle platform. The other courses will be delivered through a hybrid model of distance education by NAIT instructors. A work experience placement will complete the diploma program (Appendix A-1 provides program profile.)

Beyond the curriculum content which is described in detail in Appendix A-2, the training model will focus on the development of competencies in the following areas:

- Critical thinking and decision making
- Business and intercultural communications
- Information and communication technologies

The cooperative education model will incorporate a paid work experience placement thereby providing students with the opportunity to further develop and apply their newly acquired skills and abilities. These work placements are an integral part of the program and all students must complete a work placement. The primary purpose of the work placement is to provide practical, job related experience to students. They will be assigned to work placements in organizations or businesses which provide service in areas related to their specialization. Although the choice of organizations and businesses is not limited to those whose operations are in French, students must have the opportunity to interact in French at some point during their placement. Placements will not be limited to the Edmonton area if students wish to relocate. When a similar program was run by NAIT in the past, students were placed with various provincial and regional francophone community organizations, some federal agency offices, accounting and legal firms as well as various local businesses. Letters of commitment to the principle of creating work experience placements have been gathered in Section B7 of this proposal. Past students have gained employment through these placements. These work placements will be assigned, monitored and supervised by the Collège Saint-Jean staff.

The TAA program will be of interest to Francophone, French immersion and Core French high school graduates, to adults in pursuit of professional development or career reorientation, and to newcomers to Alberta alike. It is expected that the majority of these students will be from Alberta. It is anticipated that students from surrounding Western provinces and Northern Territories, from Central and Eastern Canada, and from beyond Canadian borders will also be attracted to the program by its uniqueness and the environment in which it will be delivered.

Employment opportunities are anticipated since there is a need for bilingual and multilingual personnel with the kind of credentials provided by this Diploma program. It is expected that this two year Diploma program will provide entry into public and private sector positions, in areas of the economy eager to add bilingual and multilingual personnel to their existing staffing complement. The Proposal for the Establishment of Collège Saint-Jean completed in November 2007 spoke to the expressed need for college-level French language training in Business Administration. No such training has been available since 2006 west of Manitoba. Since then, the Association of French-speaking Albertans indicates that the number of French language learners and speakers in Alberta continue to increase.

Provider comments

Include information about brokering arrangements, status of program accreditation or approval by an outside body, etc.

Collège Saint-Jean is a member in good standing of the *Réseau des cégeps et des collèges francophones du Canada – RCCFC* (Network of Francophone Cégeps and Colleges of Canada), among other organizations whose mandates specifically support college level studies in French across Canada. Several alliances have already been

established for the purposes of accessing program expertise and resources. Agreements are being defined whereby “collaborative” delivery will occur between francophone educational partners across Canada to ensure the feasibility of offering a broad range of options for students. By joining forces and blending our mutual resources – intellectual property, educational materials, content experts, technology, etc. – we find ourselves, along with our partners, well positioned to deliver as many educational options as feasible, of the highest quality possible, to the greatest number of students.

As well, to ensure our programs and curricula are in alignment with our English counterparts in Alberta, we are soliciting collaboration and support from other college level institutions, in this instance NAIT, as it has already validated its diploma programs through its Advisory Committees. The ultimate goal is to tap into already existing and proven solutions, and not to reinvent the wheel. The present Memorandum of Agreement with NAIT allows for the continued alignment of the learning outcomes between this *Techniques de l'administration des affaires* and their Business Administration Diploma program.

In addition, through its affiliations with the *Consortium national de développement de ressources pédagogique en français au collégial – CNDRPFC* (National Consortium for the Development of Pedagogical Resources in French at the College Level), the *Centre collégial de développement de matériel didactique – CCDMD* (College Centre for the development of didactic material), and the *Direction générale de l'éducation collégiale – DGEC* (General Directorate of College Education) of the *Ministère de l'éducation, du loisir et de la santé du Québec – MELS* (Quebec Department of Education, Sports and Wellness), Collège Saint-Jean has direct access not only to an extensive mediagraphy of educational materials in French in the field of business administration, but also to a wide selection of current traditional and on-line educational resources including text books, audio visual materials, interactive software, test banks, case studies, simulations, activities, etc.

Details

Section B: Detailed System Coordination Analysis

Fit with mandate and business plan

How does the proposed program fit with the institution's mandate, business plan, and the priorities in the Alberta Access Planning Framework?

The *Techniques d'administration des affaires* program meets with the University of Alberta's broadened mandate as approved on July 17, 2009 by Doug Horner, Minister of Advanced Education and Technology. The University of Alberta is currently the sole post-secondary institution in Alberta authorized to offer French-language college level programs. The goal of the latter, as is reflected in the University's Academic Plan 2007-2011 “dareto deliver”, is to prepare future corporate citizens and leaders who will have insight into the social, cultural and economic paradigms of our times. The *Techniques d'administration des affaires* diploma program will provide graduates with the skills, competencies and attitudes they require to respond to the emerging needs of a multicultural work place. Likewise, our graduates will benefit from the philosophy promoted at Campus Saint-Jean, expressed in its document “Passport: a ‘cours classique’ for the 21st century – 2009 Portfolio”, in that to be successful, they will be called to develop their “... rigour, total commitment and hard work ... synonymous with quality, ... and knowledge” so that they may gain the “... know how, people skills and social graces” if they are to become a responsible and committed group capable of making our world a better place for all.

The learning and teaching strategies that have been selected for the delivery of the college programs, include the collaborative teaching model anticipated with our various intra and inter-provincial partners, the hybrid delivery modalities put into place to reach our learners (F2F, online synchronous, interactive, asynchronous, residencies, etc.), the cooperative educational model calling upon the input and participation of business and industry. These strategies attest to the TAA program's alignment with the University's Vision as articulated in the document “dareto discover”.

The ultimate goal of the Alberta Access Planning Framework is to “... broaden access and ensure that Alberta's post-secondary providers can respond to the needs of learners, the economy, and society.” Some of the key challenges listed in this document include the tendency for Albertans to delay entrance into post-secondary study. Among the opportunities listed, the Framework highlights the participation of under-represented groups in the post-secondary arena as well as migrants and immigrants. This sector of the population is expected to be among those most interested in the *Techniques d'administration des affaires* program.

Relationship to existing programs at the institution

How does the proposed program fit with other programs at the institution, in terms of program type, student mix, and instructional expertise? What are the anticipated impacts (positive or negative) on existing programs?

It must be noted here that there is a distinct difference in program content between this two year diploma program and the Bilingual Bachelor of Commerce, the four year degree being offered collaboratively between Campus Saint-Jean and the School of Business of the University of Alberta. For that reason, none of the courses offered in the two year diploma program will be transferrable towards the University of Alberta's Bachelor of Commerce or Bilingual Bachelor of Commerce programs.

There exists the potential for a very short lived negative impact on enrolment in the "*Baccalauréat bilingue en Administration des affaires*" program as students may be attracted by a shorter investment in time, energy and money by pursuing the TAA program. However, these possible "losses" will quickly be amortized as the distinction between and the potential of a diploma and a degree program is further established by the test of time.

The Collège Saint-Jean programs will be housed in *La Cité Francophone*, situated across the street from Campus Saint-Jean's buildings. This proximity will create a vibrant, dynamic and rich French-speaking and multicultural environment where students will thrive. It will also allow for sharing of student resources and services.

Collège Saint-Jean will seek instructional staff with the best expertise and language skills to provide quality instruction. Some instructors will be members of the French speaking business community. Others may be past or present NAIT instructors who have the ability to teach in French. During the second year of the program, others will definitely be NAIT instructors, specifically for those courses which will be offered in English by NAIT staff and supported by Collège Saint-Jean personnel. They will have appropriate content specific formal education and hold valid professional credentials. Should there be an opportunity to share staff expertise between Collège and Faculté programs, the fact that courses are offered on two different campuses will help to distinguish between the courses offered in these programs. (Furthermore, it will be impossible for Campus Saint-Jean students to register in Collège Saint-Jean courses if their objective is to gain credit towards a degree.)

Similarity or relationship to other programs (in the region, province, country)

How does the program fit within Alberta's post-secondary system? Which programs does it complement/compete with? If there is duplication, how is it warranted? What are the laddering opportunities to/from the program? What features make the program unique?

The learning outcomes of the *Techniques d'administration des affaires* diploma program are aligned with the current Business Administration Diplomas (Accounting, Finance, Management and Marketing) currently being offered at NAIT. These have been validated by industry and approved by Advanced Education and Technology.

The Collège *Techniques d'administration des affaires* program is unique and distinct from the degree programs or courses offered in the University faculties from which we have sought letters of support in that it is a two year diploma college level program and more than sixty percent(60%) of all content in the program will be delivered in French, providing opportunity to students to develop workplace skills and knowledge in both of Canada's official languages.

Consultation with other Alberta institutions offering similar programs

What consultations have taken place with institutions that offer similar programs or that may be affected by the implementation of the program? What are the potential student transfer arrangements?

Collège representatives have met with NAIT administration to discuss and finalize the Memorandum of Understanding that will set the parameters for partnering in this program development and delivery.

Letters of support have been gathered from the Augustana Faculty, Faculty of Extension and from the School of Business of the University of Alberta.

What alternatives exist and why is this proposal the best strategy for the system?

Why is a new program being developed rather than brokering or expanding an existing program? How will the system benefit from establishing the proposed program?

There exists no other viable alternative to provide for the delivery of a French-language college level program leading to a diploma in Business Administration. Currently, since NAIT suspended delivery of the "*Administration des affaires bilingue*" program in 2007, no other opportunity exists in Alberta or in any of the

neighbouring provinces or territories, to pursue this discipline in French. Students wishing to do so must leave the province, more often than not remaining in the region where they chose to study, to Alberta's loss of a valuable human resource.

Overall, Alberta's post-secondary system will benefit significantly from the establishment of the *Techniques d'administration des affaires* program. The Campus Alberta network has provided for an avenue allowing the programming offered in French at *Collège Saint-Jean* to be made available to other Alberta colleges and technical institutes interested in giving access to their own students to courses in French in that field of study, thus enriching their educational experience and improving on a second language skill. Courses will be made available by *Collège Saint-Jean* through hybrid delivery modes and strategies responding to the needs of these additional clientèles.

Section C: Marketability Assessment

Results of student demand analysis

What steps have been taken to assess student demand (Application Submission Initiative data; student inquiries, surveys, wait lists, etc.)? What are the qualitative/quantitative results? What is the institution's plan for student recruitment and selection?

More than 500 applications were received from 1996 through 2006 for NAIT's Bilingual Business Administration program. Of these, more than 350 students were admitted, and over 275 obtained their bilingual business administration diplomas.

In 2003-2004, the not-for-profit organization, *Les Entreprises Éducation-Formation-Emploi (EFE) Ltée*, conducted a survey of grade 10, 11 and 12 French immersion and Francophone students in Alberta. A high level of interest in the pursuit of post-secondary education in French at the college level was noted. Over 2,000 students responded, and 700 indicated an interest in pursuing their education in a French college programs. Business administration was among the top 10 priority areas of studies.

The study completed in November 2007 which led to the approval of the establishment of *Collège Saint-Jean* established the Business Administration program as the top priority in terms of program offerings.

Results of economic demand analysis

What steps have been taken to assess regional, provincial, and national labour market demand (employer surveys, job ads, labour market statistics, etc.)? What are the qualitative/ quantitative results? If the program does not lead directly to employment, what are the long-term economic benefits for graduates?

One of the key Francophone community organizations dedicated to its economic development, the "*Conseil de développement économique de l'Alberta - CDÉA*" has worked very closely with the Alberta labour market. Because our economic development parameters and opportunities extend globally, members of the CDÉA have expressed their concern over the significant shortage of competent and proficient bilingual and multilingual personnel, in the area of business management and administration. Their letter of support is enclosed.

Many government agencies are working to provide increased services in French in various sectors. With the increase in the French speaking population in Alberta, due in part to immigration from French speaking Africa and migration from other parts of Canada as these services take root, the need for skilled personnel in administration becomes obvious. A multitude of opportunities for employment exist within the educational sector (French school boards and schools, French-immersion schools, Campus Saint-Jean, etc.), the health sector (health clinics, professional offices, extended care facilities, etc.), in Francophone and multicultural community based organizations, as well as in business and industry as they develop in a global economy. As evidence, a collection of over 100 positions related to business administration were posted in 2009 in Alberta's two local French newspapers – the provincial *Le Franco*, and Calgary's *Le Chinook*.

Evidence of support from industry, employers, professional organizations, other institutions

Which employers, professional associations, regulatory bodies, and institutions were consulted, and which of them will be submitting letters in support of the program? If work experience is part of the program, which employers are willing to provide placements?

We have gathered letters of support for the transfer of the former *Administration des affaires bilingue* program to Campus Saint-Jean, and its reinstatement under the nomenclature *Techniques d'administration des affaires*. We have solicited support from government, business and industry, the educational sector, professional associations, community based organizations, as well as from our provincial and national partners, all of whom have provided such in the past both officially in written form, and unofficially, in oral form. The letters are annexed to this

<p>proposal.</p> <p>Past experience with the work experience component of the program at NAIT attests to the fact that opportunities for placements routinely exceeded the availability of students. There was a consistent high degree of satisfaction expressed by both the employers and the students engaged in the work placement experience. Additionally, up to 30% of these placements resulted in full-time employment opportunities upon graduation.</p> <p>Included in Section B7 of this proposal readers will find letters of support testifying to the fact that these organizations agree to establish work placements.</p>
<p>Employability outcomes</p> <p>What are the expected outcomes of the program in terms of employment, self-employment, or further education? What is the targeted employment and/or further education rate? How will this program fit into a student’s career path or lifelong learning plan?</p> <p>As previously stated, there are numerous possibilities for employment within the public, private and not-for-profit sectors to provide employment for future graduates of the <i>Techniques d’administration des affaires</i> program.</p> <p>Also, several graduates of the previously offered <i>Administration des affaires bilingue</i> are presently self employed having pursued other training in their specialization after completing this two year diploma program.</p>

Section D: Demonstration of Financial Viability

<p>Annual budget and funding sources</p> <p>Provide detailed budget information in the Funding section. If necessary, use this section to include additional information.</p>	<p>See Appendix B1 – “Collège Saint-Jean, Budget Forecast 2010 to 2015– Minimalist scenario – Administration”</p> <p>Federal funding will be sought. Fundraising will be implemented to create capital financial resources, scholarships and bursary funds. Base funding will be solicited from Alberta Advanced Education and Technology.</p>
<p>Anticipated impact on internal resources</p> <p>If institutional resources will be a source of revenue, what is the source of funding (e.g.: fundraising, re-allocation)? What will the impact be on other programs and service areas (e.g.: student services, library, facilities)?</p>	<ul style="list-style-type: none"> Library Impact Statement (Appendix B4)
<p>Anticipated financial impact on students and Students Finance</p> <p>How does the tuition fee compare with similar programs at the institution and across the system? What is the anticipated percentage of students who will seek SF support?</p>	<p>The tuition fee is in line with that of NAIT’s JR Shaw School of Business. It is anticipated that 50% or more students will require some degree of support from the Student Finance Board. (Appendix B2)</p> <p>The Department of Canadian Heritage awards approximately 300 bursaries (Fellowship for Full-time Studies in French) for students taking full-time post-secondary studies in French in any discipline. The awards are valued at \$500 to \$1,000 per term. This could potentially reduce the stress on the Student Finance Board.</p>

Section E: Evaluation Plan

<p>Procedures for evaluation</p> <p>What are the institution’s procedures for program evaluation?</p> <p>The proposal to establish Collège Saint-Jean states that the Collège will employ a number of measures to evaluate the performance and success of the programs on an annual basis. Performance measures will be assessed and feedback from students, employers and the community will be integrated into follow-up actions. The evaluation team will be composed of the Dean of Faculté Saint-Jean, the Director of the Collège, the Chair of the Advisory Committee, a Collège Saint-Jean staff member and a student.</p> <p>Every five to seven years the Collège will be reviewed by an external review committee. Members of that team would be selected by the Dean of Faculté Saint-Jean.</p> <p>Since the Collège is not yet operational, and although they have not been tested, these seem like the best</p>
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procedures for program evaluation.
<p>Performance measures and expected outcomes or performance targets What key performance indicators/targets will be used to measure success of the program?</p> <p>Once again, the proposal to establish Collège Saint-Jean states that the performance measures that will attest to the success of the programs will be :</p> <ul style="list-style-type: none"> • Quality of programs • Quality of instruction • Quality and quantity of opportunities for practice-based learning • Sustained enrollment • Completion rate of at least 75% • Levels of satisfaction : students and graduates, employers, instructors • Financial sustainability <p>The success of the program <i>Techniques d'administration des affaires</i> will be tracked using these indicators. Reports will be provided annually to the appropriate governing bodies and the report will track these performance indicators as well as any others that may be required by Alberta Advanced Education and Technology and/or the University of Alberta.</p>

Appendices

<p>Appendix A—curriculum and program structure List course names, numbers, credits/hours; practicum credits/hours; course descriptions; and total instructional hours.</p>	<p>Please see Appendix A-1 <i>Techniques d'administration des affaires</i> Program Profile</p> <ul style="list-style-type: none"> • <i>Techniques d'administration des affaires</i> – Year 1 – Core Year • <i>Techniques d'administration des affaires</i> – Comptabilité – Year 2 • <i>Techniques d'administration des affaires</i> – Finance – Year 2 • <i>Techniques d'administration des affaires</i> – Management – Year 2 • <i>Techniques d'administration des affaires</i> – Marketing – Year 2 <p>Appendix A-2 : course descriptions and instructional hours.</p>
<p>Appendix B—other Include any additional information in support of the proposal.</p>	<p>Please see Appendix B –</p> <p>B-1 Collège Saint-Jean, Budget Forecast 2010 to 2014, Minimalist Scenario, Administration and Core Budget</p> <p>B-2 Tuition fees calculations</p> <p>B-3 Calendar information</p> <p>B-4 Library impact statement</p> <p>B-5 Memorandum of Agreement</p> <p>B-6 Letters of support.</p>

Enrolment

List proposed enrolment data. If program implementation will occur over a number of years, provide data for each year up to full implementation. If part-time students are anticipated, convert part-time enrolments and include in full-time enrolment projections.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Ongoing
Total full-time							
Full-time year 1	20	20	20	20	20	20	20
Full-time year 2		15	15	15	15	15	15
Full-time year 3							
Full-time year 4							
Full-time year 5							
Full-time year 6							
Total FLE number	20	35	35	35	35	35	35
FLE year 1	20	20	20	20	20	20	20
FLE year 2		15	15	15	15	15	15
FLE year 3							

FLE year 4						
FLE year 5						
FLE year 6						
Number of graduates		15	15	15	15	15
Provider comments Provide clarification of or additional information about the data in the enrolment table.	<p>In this “Minimalist Scenario”, all students complete a core first year of the <i>Techniques d’administration des affaires</i> program – 30 credits. In the second year of the program, they pursue one of four streams – Accounting, Finance, Management or Marketing, 30 credits each, with up to 50% of the program content being delivered in French, and the remaining being delivered in English by NAIT.</p> <p>The attrition rate between the first and second year is calculated at approximately 25%. The graduation rate though should be close to 100% of second year students. We feel confident that with the availability of the PPEP and the hybrid delivery model, student chances of success will be maximized.</p>					

Funding

Provide the program budget, including the applicable sources of revenue in the following categories. If program implementation will occur over a number of years, provide data for each year up to full implementation.

	Year 1	Year 2	Year 3	Ongoing
Annual budget amount <i>(projected expenditures)</i>	1,280,798	1,471,953	1,667,834	
Institute resource amount <i>(institutional financial contribution)</i>	600,000	500,000	500,000	N/A
Tuition revenue amount <i>(total anticipated amount)</i>	75,684	137,853	159,477	
Partner contributions amount <i>(corporate, employer, or foundation support)</i>				
Other amount <i>(EPE, AIT, EII, or federal funding)</i>	539,000	534,250	535,563	
Student tuition rate <i>(per student/FLE tuition)</i>				+ 1.4% annual increments
Historical funding amount <i>(inactive)</i>				
Revised funding amount <i>(inactive)</i>				
Provider comments Provide a brief explanation of the budget information included in the funding table. Identify anticipated in-kind contributions by the institution or by corporations/employers.	<p>This “Minimalist Scenario” budget forecast includes program delivery, operational, administrative, on-line course development and cooperative program administration costs. (see Appendix B-1)</p>			

Specialization

Specialization name	<i>Techniques d’administration des affaires (TAA) 1^{re} année</i> <i>Techniques d’administration des affaires (TAA) – Comptabilité</i> <i>Techniques d’administration des affaires (TAA) – Finance</i> <i>Techniques d’administration des affaires (TAA) – Management</i> <i>Techniques d’administration des affaires (TAA) – Marketing</i>	Nature of change	Transfer and adaptation
Specialization code	TAATC – <i>Techniques d’administration des affaires – 1^{re} année</i> TAACO – <i>Techniques d’administration des affaires – Comptabilité</i> TAAFI – <i>Techniques d’administration des affaires – Finance</i>	Implementation date	01/09/2011

	TAAMN – <i>Techniques d’administration des affaires – Management</i> TAAMK – <i>Techniques d’administration des affaires – Marketing</i>
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Specialization Load/Length

Instructional hours/credits	1, 600 hours 65 credits
Practicum hours/credits	Minimum 12 weeks/ 420 hours 5 credits
Work experience factor	26.25% Cooperative Program Model
Actual weeks	16
Adjusted actual weeks	18

Instructional load	
Practicum load	
Actual load	
Adjusted actual load	
Full load	
Full load equivalent (FLE)	

Providers

Leading institution	University of Alberta (Campus Saint-Jean, Collège Saint-Jean)
Collaborating providers	Northern Alberta Institute of Technology (JR Shaw School of Business)
Specialization name	
Specialization code	

Institution Review and Approval

Program Chair:	Date:
Comments:	

Dean:	Date:
Comments:	

Vice President Academic:	Date:
Comments:	

Academic Council	Date:
Comments:	

Institution	Technique administration des affaires bilingues		Year 1 description	Specialization 1 description : Accounting	Specialization 2 description : Finance
	Year 1	Year 2 options			
Collège Saint Jean d'admistration des affaires bilingues	Commun core	<p>Students will choose a specialization among the following 4:</p> <ol style="list-style-type: none"> 1. Accounting 2. Finance 3. Marketing 4. Management 	<p>Technique d'administration des affaires bilingues</p> <p>Year 1 gives students a common core of 10 courses to help them gain an appreciation for the wide assortment of career possibilities related to each diploma program. Near the end of Semester 2, students select a specialization that best suits their personal interests and career goals.</p> <p>Throught small class sizes, Collège Saint-Jean offers a personalized learning environnement, where instructors are focused on individual interests and academic progress.</p> <p>Other benefits include:</p> <ul style="list-style-type: none"> * A curriculum that focuses on everyday real-life business situations; *Instructors with first-hand work experience in their field of specialization; * Flexible scheduleing and frequent star dates; *The latest business and educational technologies. 	<p>Technique d'administration des affaires bilingue - Accounting program at Collège Saint-Jean provides students with practical, specialized training that enables them to operate in business with competence.</p> <p>The objectives of the program are to provide the student with a good working knowledge of accounting and information systems, and to understand the accountant's role in those systems. Accounting and information systems include familiarity with computer applications in business, understanding of quantitative analysis techniques and derivation of meaningful relationships in financial data. This program is recommended for those who want to pursue careers in accounting and who expect to make extensive use of accounting in their jobs.</p>	<p>Technique d'administration des affaires bilingues - Finance program at Collège Saint-Jean provides students with practical and hands-on experiences focused on:</p> <ul style="list-style-type: none"> * Money and credit * Financial planning * Investing * Wealth building * Ethical and social responsibility <p>Graduates pursue careers in a broad range of financial enterprises, large and small, public and private, providing personalized service to their clients.</p>

Specialization 3 description : Marketing	Specialization 4 description: Management	Work experience Placement
<p>Technique d'administration des affaires bilingues Marketing. Marketing is more than selling and advertising. Its strategies include product development, marketing of services, pricing product development, supply chain management, and green and social marketing.</p> <p>Graduates of this program are well prepared to take on many different marketing-related tasks in organisation, small or large businesses. They are able to devise and implement advertising and promotional initiatives, capable of engaging in professional sales, and able to effectively participate in sport marketing, marketing research and service marketing.</p> <p>Students may chose between two streams: 1- Strategic Sales Stream 2- Advertising and Promotions Stream</p>	<p>Technique d'administration des affaires bilingues - Management program at Collège Saint-Jean provides students with an understanding of modern business dynamics and organizational culture. We develop leaders. Graduates will have the skills required for entry-level positions.</p> <p>Students may choose between two streams:</p> <ul style="list-style-type: none"> 1- General Management 2- Entrepreneurship 	<p>At the end of their second year, students will participate in a work placement program in a related field. The work term will extend from May to August. The minimum requirements is 12 weeks of full-time work. Students are paid salaries as determined by the employers. Students are expected to pay an application fee for the work placement. Collège Saint-Jean staff are responsible for preparing students to conduct an active personal job search well as for monitoring and evaluating their progress. Students will be responsible for obtaining suitable work experience placements. All work experience placements will be approved by Collège Saint-Jean</p>

Institution	Admission Requirements Year 1		English Language Requirements	French Language Requirements
	General	Program-specific		
Collège Saint-Jean - Technique d'administration des affaires bilingues	High school diploma not required	English 30-1 or English 30-2 or equivalent Math 30-1 or Math 30-2 or equivalent Francais 30, 30-1, 30- 2 or Franch 30, French 30 (9 ans), 31 or French Language Arts 30-1, 30-2 or equivalent	Candidates seeking admission at Collège Saint-Jean are required to demonstrate proficiency in English before being admitted. Applicants whose first language is not English and who have not graduated from high school in Alberta and do not have the prerequisites in English (English English 30-1 or 30-2) or their equivalent will be required to demonstrate proficiency in one of the following: a) TOEFL (Test of English as a Foreign Language) score of 80 iBT with a score of individual test component less than 20. If students are being tested on paper, they must obtain a minimum of 550. or b) IELTS (International English Language Testing System): Overall score of 6.5 with no section less than 5.0. or c) CAEL (Canadian Academic English Language Assessment): A score of 70. or d) MELAB (Michigan English Assessment Battery Language): A score of 85. *Students will be supported through various opportunities to develop their language skills.	French is the language of instruction in all programs at the Collège Saint-Jean. Therefore, all candidates must possess adequate knowledge of spoken and written French to be admitted to the College Saint-Jean. They can prove it by: a. Successfully completing one of the following courses (Alberta): -Francais 30, 30-1, 30-2 30-French, French 30 (9 years), 31 -French Language Arts 30-1, 30-2 Note: French 30 (3 years) may be accepted on the basis of the result of the placement test in French. OR b. Successfully completing four years of studying French full time. These studies may be a combination of secondary and postsecondary or c. Having a first diploma or degree from an accredited institution where French is the language of instruction.

(Year 2) Entrance requirements - Accounting

Institution	Entrance requirements : Accounting
Collège Saint-Jean Technique d'administration des affaires bilingues	<p>Specialization in Accounting of the Bilingual Business Administration Diploma requires completion of core curriculum. Students must complete ten courses for entry into Year 2 of the program. The ten courses are the following:</p> <p><u>SEMESTER 1</u></p> <p>TAATC 110 – Introduction à la comptabilité TAATC 120 – Microéconomie TAATC 100 – Communication des affaires Niveau 1 TAATC 130 – Technologies de l'information et des communications TAATC 140 - Introduction à la finance personnelle</p> <p><u>SEMESTER 2</u></p> <p>TAATC 121 – Macroéconomie TAATC 111 – Comptabilité intermédiaire TAATC 150 – Introduction au Marketing TAATC 101 – Communication des affaires Niveau 2 TAATC 160 - L'entreprise et les fonctions de travail en gestion.</p>

(Year 2) Entrance requirements - Finance

Institution	Entrance requirements : Finance
Collège Saint-Jean Technique d'administration des affaires bilingues	<p>Specialization in Finance of the Bilingual Business Administration Diploma requires completion of core curriculum. Students must complete ten courses for entry into Year 2 of the program. The ten courses are the following:</p> <p><u>SEMESTER 1</u></p> <p>TAATC 110 – Introduction à la comptabilité TAATC 120 – Microéconomie TAATC 100 – Communication des affaires Niveau 1 TAATC 130 – Technologies de l'information et des communications TAATC 140 - Introduction à la finance personnelle</p> <p><u>SEMESTER 2</u></p> <p>TAATC 121 – Macroéconomie TAATC 111 – Comptabilité intermédiaire TAATC 150 – Introduction au Marketing TAATC 101 – Communication des affaires Niveau 2 TAATC 160 - L'entreprise et les fonctions de travail en gestion.</p>

(Year 2) Entrance requirements - Marketing

Institution	Entrance requirements : Marketing
Collège Saint-Jean Technique d'administration des affaires bilingues	<p>Specialization in Marketing of the Bilingual Business Administration Diploma requires completion of core curriculum. Students must complete ten courses for entry into Year 2 of the program. The ten courses are the following:</p> <p><u>SEMESTER 1</u></p> <p>TAATC 110 – Introduction à la comptabilité TAATC 120 – Microéconomie TAATC 100 – Communication des affaires Niveau 1 TAATC 130 – Technologies de l'information et des communications TAATC 140 - Introduction à la finance personnelle</p> <p><u>SEMESTER 2</u></p> <p>TAATC 121 – Macroéconomie TAATC 111 – Comptabilité intermédiaire TAATC 150 – Introduction au Marketing TAATC 101 – Communication des affaires Niveau 2 TAATC 160 - L'entreprise et les fonctions de travail en gestion.</p>

(Year 2) Entrance requirements - Management

Institution	Entrance requirement : Management
Collège Saint-Jean Technique d'admistration des affaires bilingues	<p>Specialization in Management of the Bilingual Business Administration Program requires completion of core curriculum. Students must complete ten courses for entry into Year 2 of the program. The ten courses are the following:</p> <p><u>SEMESTER 1</u></p> <p>TAATC 110 – Introduction à la comptabilité TAATC 120 – Microéconomie TAATC 100 – Communication des affaires Niveau 1 TAATC 130 – Technologies de l’information et des communications TAATC 140 - Introduction à la finance personnelle</p> <p><u>SEMESTER 2</u></p> <p>TAATC 121 – Macroéconomie TAATC 111 – Comptabilité intermédiaire TAATC 150 – Introduction au Marketing TAATC 101 – Communication des affaires Niveau 2 TAATC 160 - L’entreprise et les fonctions de travail en gestion.</p>

Technologie de l'information et des communications

TAATC 130

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 130
Nom du cours:	Technologie de l'information et des communications
Descriptif du cours:	<p>Une démonstration d'une littératie fonctionnelle et la maîtrise en informatique appliquée sont essentielles au succès du monde des affaires. Ce cours présente une application spécifique de l'informatique à l'administration des affaires. Les logiciels et le matériel informatique, la communication, le réseautage et les questions d'éthiques et de sécurité sont abordés et explorés. L'accent sera mis sur le développement de compétences dans l'utilisation des outils de productivité et l'utilisation de logiciels d'application pour la résolution de problèmes et la prise de décision.</p>

Code:	TAATC130
Name :	Technology and Communications
Description:	<p>Demonstrating functional literacy and proficiency in applied computing is critical to business success. This course introduces computers and their applications in business. Computer hardware and software, communication, networking, ethical and security issues are explored. Emphasis will be placed on developing skills in the use of personal productivity tools, and using application software for problem-solving and decision-making.</p>

Microéconomie

TAATC 120

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 120
Nom du cours:	Microéconomie
Descriptif du cours:	Ce cours vous initie aux principes de la microéconomie. Comme le cours se déroule, on examine la réalité de la rareté dans notre système de marché et comment les individus et les entreprises prennent des décisions économiques rationnelles. Après que vous familiariser avec les base des systèmes économiques, l'offre et la demande, l'élasticité, l'efficacité des marchés, l'économie du secteur public et les coûts de production, vous serez en mesure d'évaluer comment les entreprises opérant dans les structures de marché différentes atteindre les objectifs socio-économiques. Vous étudierez l'économie de l'environnement et le rôle du gouvernement dans notre économie de marché. Les applications aux événements actuels sont discutées où que s'approprie.

Code:	TAATC 120
Name :	Microeconomics
Description:	This course introduces you to the principles of microeconomics. As the course unfolds, we look at the reality of scarcity in our market system and how individuals and firms make rational economic decisions. After you learn the basics of economic systems, supply and demand, elasticity, market efficiency, economy and public sector costs of production, you'll be able to assess how companies operating in different market structures meet socioeconomic goals. You will study environmental economics and the role of government in our market economy. Applications to current events are discussed where appropriated.

Macroéconomie

TAATC 121

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 121
Nom du cours:	Macroéconomie
Descriptif du cours:	<p>Ce cours vous initie aux principes de la macroéconomie. La santé générale de l'économie, tel que mesuré par le revenu d'un pays, le produit intérieur brut (PIB) ainsi que d'autres mesures provenant des comptes nationaux sont le foyer primordial de ce cours. Comme le cours se déroule, on examine le comportement de l'économie réelle à long terme, incluant la production et la croissance, l'épargne, l'investissement et le système financier, le chômage et son taux naturel. L'évolution de la monnaie et des prix à long termes sont décrits, et les principes macroéconomiques de base d'une économie ouverte sont expliquer. Nous étudions ensuite les fluctuations économiques à court terme. Où que s'approprier, les événements actuels sont introduits et les sujets sont renforcés par les applications informatiques.</p>

Code:	TAATC121
Name :	Macroeconomics
Description:	<p>This course introduces you to the principles of macroeconomics. The general health of the economy, as measured by the income of a country, the gross domestic product (GDP) and other measures from the national accounts are the primary focus of this course. As the course unfolds, we examine the behavior of the long term real economy, including the production and growth, savings, investment and financial system, unemployment and natural rate. The long term evolution of money and prices are described and basic macroeconomic principles of an open economy are explained. We then study the short-term economic fluctuations. Wherever appropriate, current events are introduced and the subjects are enhanced by computer applications.</p>

L'entreprise et les fonctions de travail en gestion

TAATC 160

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 160
Nom du cours:	L'entreprise et les fonctions de travail en gestion
Descriptif du cours:	<p>Ce cours explore la nature de l'entreprise commerciale par la compréhension des conditions du monde des affaires au sein duquel il existe. Ce cours étudie l'activité de gestion de l'entreprise en débutant par l'organisation de ressources humaines jusqu'à la dominance du marché du travail. Le cours se concentrera sur la gestion des opérations de l'entreprise, y compris la production de biens et services, l'accroissement de la productivité et de la qualité, la conception de systèmes pour coordonner et intégrer les activités internes et d'enregistrer toutes les transactions commerciales. Elle étudiera la commercialisation, la promotion, la tarification et la distribution de biens et de services. Enfin, un des rôles les plus importants d'un gérant est de prendre des décisions financières pour l'entreprise. Ce cours présente brièvement les principes de base de l'administration des affaires. Par conséquent, vous aurez une compréhension de la dynamique de l'environnement externe auquel l'entreprise est confrontée. Vous aurez également une introduction des activités et des processus internes à l'entreprise, créée par les chefs d'entreprise, qui serviront à positionner stratégiquement les activités de l'entreprise dans son environnement.</p>

Code:	TAATC160
Name :	Introduction to Business
Description:	<p>This course will explore the nature of the business firm, by understanding the conditions of the business world within which it exists. We will study the business of managing the firm, from organizing to human resource to leading the work force. The course will focus on managing the operations of the firm, including producing goods and services, increasing productivity and quality, designing systems to coordinate and integrate internal activities and recording all business transactions. It will study the marketing, promoting, pricing and distribution of goods and services. Finally, the manager of the business firm needs to make financial decisions for the firm. This is a course that briefly introduces you, the student, to business principles. It is not intended to explore any one business activity in detail. That will come in higher level courses. Therefore, you will have an understanding of the external environmental dynamics that the firm is facing. You will also have an introduction only, to the activities and processes internal to the firm, created by business managers, to strategically position the firms activities in the environment.</p>

Introduction au Marketing

TAATC 150

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 150
Nom du cours:	Introduction au Marketing
Descriptif du cours:	<p>Ce cours vous présente les principes de base du marketing. Les concepts clés, les méthodes d'analyse, les stratégies et les tactiques essentielles à la gestion des relations clients rentables dans un environnement dynamique et branché d'aujourd'hui seront présentés. L'accent est mis sur les applications stratégiques du marketing au sein d'un environnement d'affaires de plus en plus complexe. Les zones détaillées du produit, de la promotion, du prix et la distribution sont examinées en référence à la réalisation des objectifs de l'entreprise.</p>

Code:	TAATC150
Name :	Introduction to Marketing
Description:	<p>This course introduces you to the principles of marketing. The key concepts, methods of analysis, strategies, and tactics critical to managing profitable customer relationships in today's dynamic and connected environment are presented. Major emphasis is placed on the marketing mix and its strategic application to an increasingly complex business environment. In particular, the detailed areas of product, promotion, price, and distribution are examined in reference to achieving company objectives.</p>

Introduction à la finance personnelle

TAATC 140

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 140
Nom du cours:	Introduction à la finance personnelle
Descriptif du cours:	<p>Ce cours présente des outils, des calculs et les composants nécessaires à la réalisation d'un plan financier personnel. La valeur temporelle de l'argent, l'établissement d'objectifs financiers, la planification fiscale et les concepts liés à la monnaie, le crédit et la gestion des risques seront pris en charge. Vous allez apprendre à calculer le coût des crédits renouvelables et à l'installation et à appliquer les outils et techniques nécessaires à l'achat et le financement d'une maison. Le cours introduit également des concepts fondamentaux de l'investissement, y compris un examen des fonds mutuels, actions et obligations. La retraite et les concepts de planification successorale, y compris les annuités et les calculs de revenu de retraite, seront discutés.</p>

Code:	TAATC140
Name :	Introduction to personal finance
Description:	<p>This course provides tools, calculations and components necessary for the realization of a personal financial plan. The time value of money, setting financial goals, tax planning and concepts related to money, credit and risk management will be study in this class. You'll learn how to calculate the cost of revolving loans and installing and applying the tools and techniques necessary for buying and financing a home. The course also introduces basic concepts of investment, including a review of mutual funds, stocks and bonds. Retirement and estate planning concepts, including annuities and retirement income calculations will be discussed.</p>

Introduction à la comptabilité

TAATC 110

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 110
Nom du cours:	Introduction à la comptabilité
Descriptif du cours:	Ce cours initie les élèves aux principes de base du cycle comptable, y compris les écritures de journal, les écritures de régularisation, les écritures de clôture, l'équilibre de vérification et les états financiers. Principes comptables généralement reconnus sont abordés tout au long du parcours. Comme une intégration définitive de tous les concepts, les étudiants étudient et analysent les états financiers.

Code:	TAATC110
Name :	Introduction to accounting
Description:	This course introduces students to basic principles of accounting cycle, including journal entries, adjusting entries, closing entries, balance and audits the financial statements. General accounting principles are discussed throughout the course. As a final integration of all concepts, students will discuss and analyze financial statements.

Comptabilité intermédiaire

TAATC 111

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 111
Nom du cours:	Comptabilité intermédiaire
Descriptif du cours:	<p>Ce cours présente des techniques comptables utilisées par les gestionnaires pour prendre des décisions des coûts et d'affaires. Après avoir étudié le comportement des coûts, les élèves apprendront comment appliquer l'analyse coût-volume-bénéfice, l'évaluation des performances, des méthodes de tarification, de budgétisation et l'analyse des coûts pertinents. Des projets d'investissement seront analysés afin de déterminer la faisabilité du projet. Grâce à des travaux pratiques, les étudiants acquerront de l'expérience dans l'application de compétences en comptabilité de gestion.</p>

Code:	TAATC111
Name :	Intermediate Accounting
Description:	<p>This course presents the accounting techniques used by managers to make decisions and business costs. After studying cost behavior, students learn how to apply cost-volume-profit, performance evaluation, pricing methods, budgeting and analysis of relevant costs. Investment projects will be analyzed to determine the feasibility of the project. Through practical work, students gain experience in applying skills in management accounting.</p>

Communication des affaires Niveau 2

TAATC 101

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 101
Nom du cours:	Communication des affaires Niveau 2
Descriptif du cours:	<p>Le cours porte sur les techniques d'écriture descriptive appropriée pour les résumés et les critiques ainsi que les techniques d'écriture persuasive appropriées pour des lettres d'affaires et des rapports officiels. Des techniques de communication pour la recherche d'emploi (CV, lettres de candidature, et les entretiens d'embauche) sont également couvertes dans un projet qui comprend des activités d'équipe ainsi que des missions ponctuelles. Les élèves feront des recherches, compiler et interpréter les données pour construire un rapport analytique. Ils perfectionneront leurs compétences orales en préparant des présentations orales ainsi qu'une présentation formelle d'affaires.</p>

Code:	TAATC 101
Name :	Business communication 2
Description:	<p>The course covers expository writing techniques suitable for abstracts and critiques, as well as persuasive writing techniques suitable for business letters and reports. Job search communications (resumes, application letters, and job interviews) are covered in a project that includes team activities as well as individual assignments. Students will research, compile, and interpret data to build an analytical report. They will polish their oral skills by preparing and delivering impromptu oral presentations as well as one formal business presentation.</p>

Communication des affaires Niveau 1

TAATC 100

Programme techniques d'administration des affaires (TAA)

Collège Saint-Jean

Code du cours:	TAATC 100
Nom du cours:	Communication des affaires niveau 1
Descriptif du cours:	<p>Ce cours initie l'étudiant à la complexité de la communication écrite, électronique et par voie orale. Les étudiants apprendront les stratégies et les techniques de communication des affaires écrites et appliqueront celles-ci à des documents d'affaires et à des outils de communication en ligne. Les élèves apprendront à utiliser un logiciel pour composer, éditer et réviser des correspondances. Ils acquerront de l'expérience en écrivant des lettres d'affaires, des courriels et des blogs efficaces. En plus des rédactions de correspondance d'affaires, ils sont tenus d'appliquer ces techniques lors de recherches de documentations et lors de l'utilisation de bases de données. Les étudiants seront initiés à la mise en forme APA et devront l'utiliser pour compiler et écrire des rapports d'information officiels. En plus d'acquérir des compétences pour l'écriture efficace, les étudiants apprendront également de bonnes aptitudes de communication en public.</p>

Code:	TAATC100
Name :	Business communication 1
Description:	<p>This course introduces the student to the complexities of written, online, and oral communication. The students learn business writing strategies and techniques and apply them to business documents and online communication tools. Students will use software to compose, edit and revise assignments. They will gain experience in writing effective business letters, emails, blogs and wikis. In addition to students writing business correspondence, they are required to apply effective online and database research techniques and APA documentation to compile and write a formal, informational report. In addition to students gaining skills for effective writing, they will also learn effective public speaking skills.</p>

Collège St. Jean

First Year (Tronc Commun) - Techniques d'administration des affaires (TAA)

	Course Designator	Core Course	Number of Hours	Face-to-face	Experiential	Individual work
Semester 1	TAATC 110	Introduction à la comptabilité	64	1	1	2
	TAATC 120	Microéconomie	64	1	1	2
	TAATC 100	Communications d'affaires - Niveau 1	80	1	2	2
	TAATC 130	Technologies de l'information et des communications	64	1	1	2
	TAATC 140	Introduction à la finance personnelle	64	1	1	2
Semester 2	TAATC 121	Macroéconomie	64	1	1	2
	TAATC 111	Comptabilité intermédiaire	64	1	1	2
	TAATC 150	Introduction au marketing	64	1	1	2
	TAATC 102	Communications d'affaires - Niveau 2	80	1	2	2
	TAATC 160	L'entreprise et les fonctions de travail en gestion	64	1	1	2
		TOTAL HOURS	672			
		TOTAL HOURS PER WEEK	21			

Core Budget
ITEM 4 Attachment 1
Minimalist Scenario 4 Programs
Budget Forecast 2010-2014
11-May-2011

Description	Start-up 2010-2011	Year 1 2011-2012	Year 2 2012-2013	Year 3 2013-2014
ANNUAL FLE	0	28	51	59
REVENUE				
OLE	1 800 000	600 000	500 000	500 000
EPE	508 000	508 000	508 000	508 000
WED	442 950	31 000	26 250	27 563
Tuition	0	75 684	137 853	159 477
TOTAL REVENUE	2 750 950	1 214 684	1 172 103	1 195 040
EXPENDITURES				
PROGRAM COSTS				
Preparatory Program for Post-Secondary Studies (PPEP)	18 500	89 540	89 455	96 028
Administration	18 500	170 270	248 321	327 038
Health Sciences	0	37 865	98 196	177 206
Tourism	18 500	90 852	90 833	91 475
Program Costs Sub-Total	55 500	388 526	526 806	691 746
PROGRAM AND COURSE DEVELOPMENT	113 500	50 000	50 000	50 000
OPERATIONAL INFRASTRUCTURE				
Salaries and Benefits				
Director of College	52 988	55 107	57 311	59 604
Academic Director	50 673	105 399	109 615	113 999
Financial Officer	34 781	36 172	37 619	39 123
Administrative Support - General - 1.0	46 442	48 300	50 232	52 241
Benefits (20%)	36 977	48 995	50 955	52 993
Salaries and Benefits Sub-Total	221 859	293 973	305 732	317 961
Supply and Sundries				
Rent/Lease	50 000	300 000	300 000	300 000
Utilities, management fee, taxes		95 200	104 720	115 192
Signage	125 000	1 000	1 050	1 103
9 Smart Classrooms, Upgrades and Equipment	217 600	15 000	15 750	16 538
Office Furniture and Arrangements	220 000	20 000	21 000	22 050
Office equipment	207 350	10 000	10 500	11 025
Office services (phones, photocopies, maintenance, etc.)	3 640	3 640	3 822	4 013
Office supplies	4 200	2 100	2 205	2 315
Meetings	1 000	1 250	1 500	1 575
Travel	15 000	15 000	15 750	16 538
Relocation of Instructors	0	20 000	21 000	22 050
Library services - collection	30 000	15 000	15 750	16 538
Student Field Placement; Employment Support		24 000	48 301	50 233
Previously Committed Funds	175 783	0	0	0
Supply and Sundries Sub-Total	1 049 573	522 190	561 348	579 168
ADMINISTRATIVE COSTS	52 479	26 110	28 067	28 958
LEASEHOLD IMPROVEMENTS	1 000 000			
TOTAL EXPENDITURES	2 492 911	1 280 798	1 471 953	1 667 834

WED	Start-up 2010-2011	Year 1 2011-2012	Year 2 2012-2013	Year 3 2013-2014
9 Smart Classrooms, Upgrades and Equipment	217 600	15 000	15 750	16 538
Office IT equipment	207 350	10 000	10 500	11 025
PPEP: Computers (Capital Items)	6 000	0	0	0
Administration: Computers (Capital Items)	6 000	0	0	0
Health Sciences: Computers (Capital Items)	0	6 000	0	0
Tourism: Computers (Capital Items)	6 000	0	0	0
TOTAL	442 950	31 000	26 250	27 563

Collège Saint-Jean
Budget Forecast 2010 to 2014
Minimalist Scenario

ADMINISTRATION

Description	Start-up 2010-2011	Year 1 2011-2012	Year 2 2012-2013	Year 3 2013-2014	Comments
Annual FLE		20	35	35	3 two-year diplomas, including 1 with 4 streams
Sections		20	30	40	
SALARIES					
Program Coordination	-	-	-	-	
Academic Staff		130 000	195 000	260 000	\$6,500 per section
Non-academic		0	0	0	
Benefits (20%)	0	26 000	39 000	52 000	
Salaries & Benefits Sub-total	0	156 000	234 000	312 000	
COURSE DEVELOPMENT (1)	25 000	12 500	12 500	12 500	Course development for 3 two-year diplomas, including 1
OPERATING					
Communications/marketing	5 000	5 250	5 513	5 788	PR /advertisement
Capital items	6 000	0	0	0	computers @\$2,000
Office furniture	7 500	0	0	0	Desk, chair and shelving unit for \$600
Equipment	0	2 888	3 032	3 183	items under \$750
Reference books	0	2 625	2 756	2 894	
Office services (phone, photocopies, maintenance, etc.)	0	1 092	1 147	1 204	2 phones, Caller Id + Voicemail, Internet, Printing costs
Office supplies	0	1 260	662	695	
Meetings	0	1 155	1 213	1 273	
Operating Sub-total	18 500	14 270	14 321	15 038	
TOTAL SALARIES AND OPERATING	18 500	170 270	248 321	327 038	
GRAND TOTAL	43 500	187 000	260 770	338 821	

(1) Course Development is only included in the Grand-Total as it is a separate line item in the Core Budget

ITEM 4 Attachment 1
 BFPC Open Session | 31-May-2011
College St. Jean Tuition Comparison per Term
 Based on 2010 - 2011 Tuition and Fee Rates

Canadian		International	
NAIT (http://www.nait.ca/43902.htm)			
Tuition	1 946,00	International Tuition	6 500,00
Student Association	137,50	Student Association	137,50
U Pass	110,00	U Pass	110,00
Health & Dental	103,00	Health & Dental	103,00
Total Non Instructional	350,50	Total Non Instructional	350,50
Total Canadian Tuition and Fees per term	2 296,50	Total International Tuition and Fees per term	6 850,50

Grant MacEwan (http://business.macewan.ca/gmcc/acct/Program/DetailsPage.cfm?id=2531)			
Tuition	1 761,50	International Tuition	6 987,50
Student Association	81,00	Student Association	81,00
Health & Dental	99,00	Health & Dental	99,00
Various Fees	116,50	Various Fees	116,50
U Pass	110,00	U Pass	110,00
Total Non Instructional	406,50	Total Non Instructional	406,50
Total Canadian Tuition and Fees per term	2 168,00	Total International Tuition and Fees per term	7 394,00

NorQuest (http://www.norquest.ab.ca/programs/certificate_diploma/business_admin.asp)			
Tuition	1 995,00	No International Rate Listed	
Student Association	34,20		
Health & Dental	254,00		
Total Non Instructional	288,20		
Total Canadian Tuition and Fees per term	2 283,20		

University of Alberta Proposed Tuition & Fees*				
5 courses per term at *6	Fee Index Value	46,00	International Fee Index Value (C33*2.48+C33)	160,08
	Tuition	1 380,00	International Tuition	4 802,40
	Registration & Transcript	72,28	Registration & Transcript	72,28
	Student Services	54,08	Student Services	54,08
	Students' Union	70,47	Students' Union	70,47
	Health & Dental	192,34	Health & Dental	192,34
	Athletics & Recreation	62,18	Athletics & Recreation	62,18
	Health Services	25,66	Health Services	25,66
	U Pass	91,67	U Pass	91,67
	CoSSS	145,00	CoSSS	145,00
	Total Non Instructional	713,68	Total Non Instructional	713,68
	Total Canadian Tuition and Fees per term	2 093,68	Total International Tuition and Fees per term	5 516,08

Note 1: U of A Non Instructional Fees are 2010/2011 rates.

Note 2: Fees are for tuition and non-instructional. Costs for supplies and books are not included.

Note 3: PAW Fee: The fee shall be no greater than \$29.00 per term in Fall and Winter Terms;
 The fee shall be no greater than \$14.50 per term in Spring and Summer. The fee shall not be assessed until the construction of the facility is complete and the student component is operational.
 (http://www.su.ualberta.ca/student_government/elections/pleb_ref)

	2010-11 Non-Instr Fess		2011-12	
	Full-Time / Term	Part-Time / Term	Full-Time/Term	Part-Time/Term
Registration and Transcript	72,28	36,14	72,84	36,42
CoSSS	145,00	72,50	146,16	73,08
Student Services	54,08	27,04	54,5	27,25
Students' Union Membership	35,68	17,40	tba	tba
Students' Union Dedicated	34,79	31,96	tba	tba
Students' Union Health Plan *	109,34	109,34	tba	tba
Students' Union Dental Plan *	83,00	83,00	tba	tba
Athletics and Recreation	62,18	31,09	62,66	31,33
Health Services	25,66	12,83	25,86	12,93
U-Pass	91,67	91,67	104,17	104,17
Total	713,68	512,97		

*Assessed in Fall Term only

ASC March 24 e-mail vote: Attachment 3
FOR INFORMATION

Faculté Saint-Jean

CALENDAR CHANGE REQUEST FORM

IMPLEMENTATION

Normal:

Early:

PROGRAM: Technique d'administration des affaires bilingues

TYPE OF CHANGE:

Program Regulation Change:

Other: X

Course Change:

Course Deletion:

New Course:

CURRENT	PROPOSED
<p>180 Faculté Saint-Jean</p> <p>Please Note:</p> <p>(1) <i>Important Notice:</i> first page of the calendar. (2) <i>Please Note:</i> Table of Contents of the Calendar. (3) §10 <i>Inquiries</i> All correspondence to the main campus should contain the suffix University of Alberta, Edmonton, T6G 2E2</p> <p>All correspondence to Faculté Saint-Jean should be addressed to 8406 91 Street, Edmonton, Alberta T6C 4G9</p> <p>Telephone: Main campus (780) 492-3113 Faculté Saint-Jean (780) 465-8700</p> <p>(4) The office hours of the University are from 0800 to 1200 and from 1300 to 1630 Monday to Friday (except holidays); in May, June, July, and August the office hours are from 0800 to 1200, and from 1300 to 1600.</p> <p>(5) The office hours of the Faculté Saint-Jean are</p>	<p>180 Faculté Saint-Jean</p> <p>Please Note:</p> <p>(1) <i>Important Notice:</i> first page of the calendar. (2) <i>Please Note:</i> Table of Contents of the Calendar. (3) §10 <i>Inquiries</i> All correspondence to the main campus should contain the suffix University of Alberta, Edmonton, T6G 2E2</p> <p>All correspondence to Faculté Saint-Jean should be addressed to 8406 91 Street, Edmonton, Alberta T6C 4G9</p> <p><u>All correspondence to Collège Saint-Jean should be addressed to: # 140, 8627 rue Marie-Anne Gaboury (91street) Edmonton, AB T6C 3N2</u></p> <p>Telephone: Main campus (780) 492-3113 Faculté Saint-Jean (780) 465-8700 <u>Collège Saint-Jean : to be determined</u></p> <p>(4) The office hours of the University are from 0800 to 1200 and from 1300 to 1630 Monday to Friday (except holidays); in May, June, July, and August the office hours are from 0800 to 1200, and from 1300 to 1600.</p> <p>(5) The office hours of the Faculté Saint-Jean are</p>

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181 The Professors

181.1 Historical Note and Aims

Juniorat Saint-Jean was founded in 1908, the same year as the inauguration of the Faculty of Arts and Sciences of the University of Alberta.

Though of the same age, the two institutions have evolved in very differing fashions. On November 27, 1970, the Collège became Collège Universitaire Saint-Jean, an integral part and a bilingual sector of the University of Alberta. Official Faculty status was granted in September 1977, and the name changed to Faculté Saint-Jean in May 1978.

Today, Faculté Saint-Jean is characterized by its French language university status. It serves students capable of pursuing university studies in French. The Faculté has taken on the mission of serving the particular needs of Francophones in western Canada.

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Today, Faculté Saint-Jean is characterized by its French language university status. It serves students capable of pursuing university studies in French. The Faculté has taken on the mission of serving the particular needs of Francophones in western Canada.

For several decades, the French speaking community in Alberta has been lobbying for college level and continuing education programs to be offered in French in Alberta. This led to the Bisonette Report which was completed in 2005. Following its recommendation, a proposal was submitted to the Board of Governors of the University of Alberta seeking to establish Collège Saint-Jean within Faculté Saint-Jean. In July 2009, the Minister of Advanced Education and Technology approved a change in the mandate of the University of Alberta thereby allowing it to offer French language programs leading to college certificates and diplomas.

In the context of college courses, a program leading to a certificate or a diploma is a program that is usually completed within a two year period which prepares students for entry level jobs.

It is the duty of every university to enrich, as much as possible, not only the intellectual but also the cultural life of its students. Therefore Faculté Saint-Jean finds itself with the special mission of contributing to the cultural enrichment of its students as well as of the whole of French life in Alberta. Through this commitment (which has taken concrete form in the development of Saint-Jean) the University hopes to foster French culture in western Canada.

181.2 Personnel académique de la Faculté

Personnel

Doyen

M Arnal, PhD (Administration de l'éducation)

Vice-doyen aux affaires académiques

EV Blackburn, PhD (Sciences)

Vice-doyen à la recherche

H Safouhi, PhD
(Mathématiques)

Vice-doyen à la technologie

D Ipperciel, PhD (Philosophie)

Professeurs émérites

JA Bour, PhD (Français)
G Cadrin, PhD (Français)
L Godbout, PhD
F Levasseur-Ouimet, PhD
(Éducation)
F McMahon, PhD (Éducation)
Y Mahé, PhD (Éducation)
C Tardif, PhD (Éducation)
Professeurs titulaires
EA Aunger, PhD (Science
Politique/Économie)
EV Blackburn, PhD (Chimie)
C Couture, PhD (Histoire)
P Dubé, PhD (Français)
D Gignac, PhD (Écologie
végétale)
D Ipperciel, PhD (Philosophie)
L Ladouceur, PhD (Français)
M de Montigny, PhD (Physique)
S Ravi, PhD (Littérature
française)
H Safouhi, PhD (Mathématique)
P Sing, PhD (Français)

Professeurs agrégés

M Beaudoin, PhD (Linguistique)
JA Boeglin, PhD (Psychologie)
F Boily, PhD (Science politique)
A Bouferguène, PhD
(Mathématique)
L Camarata, PhD (Éducation)
M Cavanagh, PhD (Éducation)

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<p>Y d'Entremont, PhD (Éducation) S El Ghoul, PhD (Finance) L Fagnan, PhD (Musique) F Gobeil-Dwyer, PhD (Éducation) N Kermaal, PhD (Histoire) R Langevin, PhD (Éducation) L Mandin, PhD (Éducation) D Mounsef, PhD (Arts) P Mulatris, PhD (Sciences Sociales) R Parent, PhD (Français)</p> <p>Professeurs adjoints F Davoine, PhD (Biologie) S ElAtia, PhD (Éducation) E Lemaire, PhD (Français) H Lemieux, PhD (Biologie) C Léonard, PhD (Éducation) M Pellerin, PhD (Éducation) R Skogen, PhD (Éducation)</p> <p>Directrice, Bibliothèque Saint-Jean T Usova, MLIS</p> <p>Faculty Service Officer S Pelletier, PhD</p> <p>Personnel administratif Bibliothécaire, référence K Frail, MLIS</p> <p>Doyen adjoint aux affaires étudiantes D Fontaine, Med</p> <p>Doyen adjoint aux affaires externes D Fortin, M.A.P.</p> <p>Directeur des finances et des installations C Charest, BAA</p> <p>Directrice aux affaires académiques et à la gouvernances D Nolette, Med</p> <p>Directeur de l'Institut du Patrimoine de la francophonie de l'Ouest canadien F McMahon, PhD (Éducation)</p> <p>Autres membres du Conseil de la Faculté</p> <p>Présidente de l'Université IV Samarasekera, O.C.</p> <p>Registraire de l'Université Représentant de la Faculty of Arts G Maheux-Pelletier, PhD</p> <p>Représentant de la Faculty of Agricultural, Life and Environmental Sciences P Marcoul, PhD</p> <p>Représentant de la Faculty of Augustana R Epp, PhD</p>	<p>Y d'Entremont, PhD (Éducation) S El Ghoul, PhD (Finance) L Fagnan, PhD (Musique) F Gobeil-Dwyer, PhD (Éducation) N Kermaal, PhD (Histoire) R Langevin, PhD (Éducation) L Mandin, PhD (Éducation) D Mounsef, PhD (Arts) P Mulatris, PhD (Sciences Sociales) R Parent, PhD (Français)</p> <p>Professeurs adjoints F Davoine, PhD (Biologie) S ElAtia, PhD (Éducation) E Lemaire, PhD (Français) H Lemieux, PhD (Biologie) C Léonard, PhD (Éducation) M Pellerin, PhD (Éducation) R Skogen, PhD (Éducation)</p> <p>Directrice, Bibliothèque Saint-Jean T Usova, MLIS</p> <p>Faculty Service Officer S Pelletier, PhD</p> <p>Personnel administratif Bibliothécaire, référence K Frail, MLIS</p> <p>Doyen adjoint aux affaires étudiantes D Fontaine, Med</p> <p>Doyen adjoint aux affaires externes D Fortin, M.A.P.</p> <p>Directeur des finances et des installations C Charest, BAA</p> <p>Directrice aux affaires académiques et à la gouvernances D Nolette, Med</p> <p>Directeur de l'Institut du Patrimoine de la francophonie de l'Ouest canadien F McMahon, PhD (Éducation)</p> <p><u>Directeur du Collège Saint-Jean</u> <u>A déterminer</u></p> <p>Autres membres du Conseil de la Faculté</p> <p>Présidente de l'Université IV Samarasekera, O.C.</p> <p>Registraire de l'Université Représentant de la Faculty of Arts G Maheux-Pelletier, PhD</p> <p>Représentant de la Faculty of Agricultural, Life and Environmental Sciences P Marcoul, PhD</p> <p>Représentant de la Faculty of Augustana R Epp, PhD</p>
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<p>Représentant de la Faculty of Business</p> <p>Représentant de la Faculty of Education C Peck, PhD</p> <p>Représentant de la Faculty of Nursing Phyllis Castellain, PhD</p> <p>Représentant de Registrar and Student Awards J Raymond</p> <p>Représentant de la Faculty of Science P Boulanger, PhD</p> <p>Représentant de l'Association canadienne française de l'Alberta C Duret</p> <p>Représentant de la Alberta Teachers' Association F Ruban</p> <p>Représentant de Canadian Parents for French</p> <p>Représentant de Société Radio-Canada F Pageau</p> <p>Représentants (2) des chargés de cours</p> <p>Représentant de l'Association des étudiants à la maîtrise M Gravel</p> <p>Représentants (3) de l'Association des universitaires de la Faculté Saint-Jean</p>	<p>Représentant de la Faculty of Business</p> <p>Représentant de la Faculty of Education C Peck, PhD</p> <p>Représentant de la Faculty of Nursing Phyllis Castellain, PhD</p> <p>Représentant de Registrar and Student Awards J Raymond</p> <p>Représentant de la Faculty of Science P Boulanger, PhD</p> <p>Représentant de l'Association canadienne française de l'Alberta C Duret</p> <p>Représentant de l'Alberta Teachers' Association F Ruban</p> <p>Représentant de Canadian Parents for French</p> <p>Représentant de Société Radio-Canada F Pageau</p> <p>Représentants (2) des chargés de cours</p> <p>Représentant de l'Association des étudiants à la maîtrise M Gravel</p> <p>Représentants (3) de l'Association des universitaires de la Faculté Saint-Jean</p>
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Rationale:
Submitted by:
Approved by:

Date:
Date:

Faculté Saint-Jean

CALENDAR CHANGE REQUEST FORM

IMPLEMENTATION

Normal:

Early:

PROGRAM: Technique d'administration des affaires bilingues

TYPE OF CHANGE:

Program Regulation Change:

Other: X

Course Change:

Course Deletion:

New Course:

CURRENT	PROPOSED
<p>180 Faculté Saint Jean</p> <p>Avis important: (1) <i>Important Notice</i> à la première page de l'annuaire (2) <i>Please Note</i> à la table des matières de l'annuaire (3) §10 <i>Inquiries</i></p> <p>Toute correspondance au campus principal devra porter la mention: <i>University of Alberta, Edmonton, Alberta, T6G 2E2</i></p> <p>Toute correspondance à la Faculté Saint-Jean devra porter la mention: <i>8406, rue Marie-Anne Gaboury (91 Street), Edmonton, Alberta, T6C 4G9</i></p> <p>Téléphone: Campus principal (780) 492-3113, Faculté Saint-Jean (780) 465-8700</p>	<p>180 Faculté Saint Jean</p> <p>Avis important: (1) <i>Important Notice</i> à la première page de l'annuaire (2) <i>Please Note</i> à la table des matières de l'annuaire (3) §10 <i>Inquiries</i></p> <p>Toute correspondance au campus principal devra porter la mention: <i>University of Alberta, Edmonton, Alberta, T6G 2E2</i></p> <p>Toute correspondance à la Faculté Saint-Jean devra porter la mention: <i>8406, rue Marie-Anne Gaboury (91 Street), Edmonton, Alberta, T6C 4G9</i></p> <p><u>Toute correspondance au Collège Saint-Jean devra porter la mention : #140, 8627 Marie-Anne Gaboury (91street) Edmonton, AB, T6C 3N2</u></p> <p>Téléphone: Campus principal (780) 492-3113, Faculté Saint-Jean (780) 465-8700 <u>Collège Saint-Jean : à déterminer</u></p>

(4) Heures d'ouverture de l'Université: 8 h à 12 h, 13 h à 16 h 30, du lundi au vendredi (excepté les jours fériés); durant les mois de mai, juin, juillet et août: 8 h à 12 h, 13 h à 16 h.

(5) Heures d'ouverture de la Faculté Saint-Jean: 8 h 30 à 16 h 30, du lundi au vendredi (excepté les jours fériés); durant les mois de mai, juin, juillet et août: 8 h à 12 h, 13 h à 16 h.

181 La Faculté

181.1 Note historique et buts

Le Juniorat Saint-Jean a été fondé en 1908, l'année même où a été inaugurée la Faculty of Arts and Sciences de l'Université de l'Alberta. Les deux institutions ont le même âge, mais ont évolué de façon très différente. Le Collège est devenu Collège Universitaire Saint-Jean, partie intégrante et secteur bilingue de l'Université de l'Alberta, 62 ans après sa fondation, le 27 novembre 1970. Le statut officiel de Faculté lui fut accordé en septembre 1977 et sa dénomination devint "Faculté Saint-Jean" en mai 1978.

La Faculté Saint-Jean se définit aujourd'hui par son statut universitaire de langue française. Elle dessert les étudiants capables de poursuivre en français des études universitaires. La Faculté se donne pour mission de répondre aux besoins particuliers des francophones de l'Ouest du Canada.

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De plus, au cours des vingt dernières années, la communauté francophone de l'Alberta a fait du lobbying pour le développement de programmes de niveau collégial et des programmes de formation continue en français en Alberta. Cette action a menée à une étude approfondie menée qui s'est achevée en 2005. Suite à la recommandation de cette étude, une proposition a été soumise au Board of Governors de l'Université de l'Alberta qui a par la suite demandé un changement de son mandat auprès du Gouvernement de l'Alberta.

En juillet 2009, le ministre de l'Enseignement supérieur et de la Technologie a approuvé une modification du mandat de l'Université de l'Alberta. Ce changement permet maintenant l'offre de

<p>Tout centre universitaire se doit d'enrichir dans la mesure du possible la vie non seulement intellectuelle mais culturelle de sa clientèle. Aussi, la Faculté Saint-Jean se voit-elle la mission particulière de contribuer à l'enrichissement culturel de ses étudiants aussi bien que de l'ensemble de la vie française en Alberta. Par cet engagement (concrétisé dans le développement de Saint-Jean) l'Université espère promouvoir la culture française dans l'Ouest du Canada.</p> <h2>181.2 Personnel académique de la Faculté</h2> <h3>Personnel</h3> <p>Doyen M Arnal, PhD (Administration de l'éducation)</p> <p>Vice-doyen aux affaires académiques EV Blackburn, PhD (Sciences)</p> <p>Vice-doyen à la recherche H Safouhi, PhD (Mathématiques)</p> <p>Vice-doyen à la technologie D Ipperciel, PhD (Philosophie)</p> <p>Professeurs émérites JA Bour, PhD (Français) G Cadrin, PhD (Français) L Godbout, PhD F Levasseur-Ouimet, PhD (Éducation) F McMahon, PhD (Éducation) Y Mahé, PhD (Éducation) C Tardif, PhD (Éducation) Professeurs titulaires EA Aunger, PhD (Science Politique/Économie) EV Blackburn, PhD (Chimie) C Couture, PhD (Histoire) P Dubé, PhD (Français) D Gignac, PhD (Écologie végétale) D Ipperciel, PhD (Philosophie) L Ladouceur, PhD (Français) M de Montigny, PhD (Physique) S Ravi, PhD (Littérature française) H Safouhi, PhD (Mathématique) P Sing, PhD (Français)</p> <p>Professeurs agrégés</p>	<p><u>programmes de langue française menant à des certificats ou des diplômes de niveau collégial.</u></p> <p><u>Dans le contexte collégial, un programme menant à un certificat ou un diplôme est un programme de deux ans ou moins qui prépare l'étudiant à des emplois de début de carrière.</u></p> <p>Tout centre universitaire se doit d'enrichir dans la mesure du possible la vie non seulement intellectuelle mais culturelle de sa clientèle. Aussi, la Faculté Saint-Jean se voit-elle la mission particulière de contribuer à l'enrichissement culturel de ses étudiants aussi bien que de l'ensemble de la vie française en Alberta. Par cet engagement (concrétisé dans le développement de Saint-Jean) l'Université espère promouvoir la culture française dans l'Ouest du Canada.</p> <h2>181.2 Personnel académique de la Faculté</h2> <h3>Personnel</h3> <p>Doyen M Arnal, PhD (Administration de l'éducation)</p> <p>Vice-doyen aux affaires académiques EV Blackburn, PhD (Sciences)</p> <p>Vice-doyen à la recherche H Safouhi, PhD (Mathématiques)</p> <p>Vice-doyen à la technologie D Ipperciel, PhD (Philosophie)</p> <p>Professeurs émérites JA Bour, PhD (Français) G Cadrin, PhD (Français) L Godbout, PhD F Levasseur-Ouimet, PhD (Éducation) F McMahon, PhD (Éducation) Y Mahé, PhD (Éducation) C Tardif, PhD (Éducation) Professeurs titulaires EA Aunger, PhD (Science Politique/Économie) EV Blackburn, PhD (Chimie) C Couture, PhD (Histoire) P Dubé, PhD (Français) D Gignac, PhD (Écologie végétale) D Ipperciel, PhD (Philosophie) L Ladouceur, PhD (Français) M de Montigny, PhD (Physique) S Ravi, PhD (Littérature française) H Safouhi, PhD (Mathématique) P Sing, PhD (Français)</p> <p>Professeurs agrégés</p>
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<p>of Agricultural, Life and Environmental Sciences P Marcoul, PhD</p> <p>Représentant de la Faculty of Augustana R Epp, PhD</p> <p>Représentant de la Faculty of Business</p> <p>Représentant de la Faculty of Education C Peck, PhD</p> <p>Représentant de la Faculty of Nursing Phyllis Castellain, PhD</p> <p>Représentant de Registrar and Student Awards J Raymond</p> <p>Représentant de la Faculty of Science P Boulanger, PhD</p> <p>Représentant de l'Association canadienne française de l'Alberta C Duret</p> <p>Représentant de la Alberta Teachers' Association F Ruban</p> <p>Représentant de Canadian Parents for French</p> <p>Représentant de Société Radio-Canada F Pageau</p> <p>Représentants (2) des chargés de cours</p> <p>Représentant de l'Association des étudiants à la maîtrise M Gravel</p> <p>Représentants (3) de l'Association des universitaires de la Faculté Saint-Jean</p>	<p>of Agricultural, Life and Environmental Sciences P Marcoul, PhD</p> <p>Représentant de la Faculty of Augustana R Epp, PhD</p> <p>Représentant de la Faculty of Business</p> <p>Représentant de la Faculty of Education C Peck, PhD</p> <p>Représentant de la Faculty of Nursing Phyllis Castellain, PhD</p> <p>Représentant de Registrar and Student Awards J Raymond</p> <p>Représentant de la Faculty of Science P Boulanger, PhD</p> <p>Représentant de l'Association canadienne française de l'Alberta C Duret</p> <p>Représentant de l'Alberta Teachers' Association F Ruban</p> <p>Représentant de Canadian Parents for French</p> <p>Représentant de Société Radio-Canada F Pageau</p> <p>Représentants (2) des chargés de cours</p> <p>Représentant de l'Association des étudiants à la maîtrise M Gravel</p> <p>Représentants (3) de l'Association des universitaires de la Faculté Saint-Jean</p>
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Rationale:
Submitted by:
Approved by:

Date:
Date:

Collège Saint-Jean

***** Will be a separate publication.**

Will not appear in the calendar ***

IMPLEMENTATION

Normal:

Early:

PROGRAM: Calendar information for Collège Saint-Jean in a separate publication, style to be determined AND Technique d'administration des affaires bilingues

TYPE OF CHANGE:

Program Regulation Change:

Other: X

Course Change:

Course Deletion:

New Course:

	<p>Collège Saint-Jean</p> <p>Table of Contents Welcome Notes General Information Application for Admission Academic Standing and Graduation Programs -Techniques d'administration des affaires</p> <p>....</p> <p>Inquiries: Collège Saint-Jean #140, 8627 rue Marie-anne Gaboury(91 Street) Edmonton AB T6C 3N2</p> <p>Telephone: • Collège Saint-Jean to be determined</p> <p>....</p> <p>Office hours of the Collège Saint-Jean are from 0800 to 1630 Monday to Friday (except holidays); in May, June, July and August the office hours are from 0800 to 1200 and from 1300 to 1600.</p> <p>....</p> <p>Notes</p> <p>For several decades, the French speaking community in Alberta had been lobbying for college level and continuing education programs to be offered in French in Alberta.</p>
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This action led to the Bissonnette Report, completed in 2005. Following its recommendation, a proposal was submitted to the Board of Governors of the University of Alberta seeking to establish Collège Saint-Jean within Faculté Saint-Jean. In July 2009, the Minister of Advanced Education and Technology approved a change in the mandate of the University of Alberta thereby allowing it to offer French language programs leading to college certificates and diplomas.

College diploma programs are generally two years in length and serve to prepare graduates for employment in a broad range of entry-level positions. Certificate programs are primarily one year of study and also prepare graduates for entry-level employment.

Courses offered in the two year diploma program in Technique d'administration des affaires will not be transferable towards the University of Alberta's Bachelor of Commerce or Bilingual Bachelor of Commerce programs.

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Dean, Campus Saint-Jean
M. Arnal

Acting Director, Collège Saint-Jean
D. Nolette

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General Information

Calendar 2012-2013

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Language Policy

At Collège Saint-Jean all courses are taught in French. French is also the language used by the administrators, the instructors and the support staff.

Students at Collège Saint-Jean must, at all times, respect the French character of the institution.

Services

(1) Library: The University of Alberta library system makes available to the instructors and students of the Collège Saint-Jean a library well stocked with books in all areas of study. Works may be consulted on the premises or may be available for loan. All students also have access to the libraries on the north campus of the University of Alberta.

(2) Counseling: Student Counseling Services offers a wide range of counseling services directed at helping students who are experiencing personal or academic difficulties. These services are offered in French at the Faculté Saint-Jean.

(3) Residence: The residence is a service which complements the educational experience offered by the Collège Saint-Jean. Students who ask for admission to the residence commit themselves to the active pursuit of the goals of residence, namely, to live and study in a French environment. The residence is on the Faculté Saint-Jean campus and can accommodate approximately 100 students. More detailed information may be obtained at Service des Résidences, 214 Résidence Saint-Jean (780) 466-3824.

Students who are not interested in living in residence can find rooms in private homes or in apartments near the Collège Saint-Jean.

(4) Language skills: Students will have access to opportunities to develop their language skills. Students requiring assistance with their language skills should contact Student Counselling Services at Campus Saint-Jean to receive information about their options.

Application for Admission

You can apply to the Collège Saint-Jean online by completing the PDF admission form for admission at <http://registrar.ualberta.ca/apply>

It is also possible to book an appointment with the Admissions office at the Faculté Saint-Jean. To book an appointment use email recrutement@csj.ualberta.ca or call 780-465-8790.

Note:

(1) No definite and final ruling concerning admission can be given until all certificates and transcripts of standing have been reviewed. The Collège Saint-Jean consults with prospective students and advises regarding programs of study, but all decisions are unofficial and tentative until official documents have been received and evaluated.

(2) Deadlines for applications for admission and readmission are posted on the web site: <http://www.csj.ualberta.ca/index.php/les-etudes/programmes-collegiaux/>

Admission requirements

General admission requirements:

French Language Proficiency :

French is the language of instruction in all programs at the Collège Saint-Jean. Therefore, all applicants must possess adequate knowledge of spoken and written French as a prerequisite to admission. All applicants will be required to demonstrate proficiency in the French language prior to admission.

Admission requirements for

Technique d'administration des affaires bilingues program

(1) General requirements

Candidates for *Techniques d'administration des affaires* must have successfully completed:

a) French

One of Français 30-1, Français 30-2, French 30 (9 years), French 31, French Language Arts 30-1, French Language Arts 30-2, or equivalent.

Note: French 30 (3 years) may be accepted on the basis of the result of the placement test in French. Applicants will be contacted with regards to the placement test. .

OR

Successful completion of four years of full time study in French. These studies may be a combination of secondary and postsecondary work.

OR

Having completed a first diploma from an accredited institution where French is the language of instruction.

b) Mathematics

One of Pure Mathematics 30, Applied Mathematics 30, Mathematics 30-1, Mathematics 30-2, or equivalent.

c) English

One of English 30-1, English 30-2, or equivalent.

Admission with deficiency in English

By the end of their first year, students enrolled in *Techniques d'administration des affaires* must demonstrate an acceptable level of English proficiency. Applicants whose first language is not English and do not present English (English 30-1 or 30-2 or their equivalent) upon admission will be required to demonstrate proficiency at the end of the first year of the program in one of the following ways:

a) TOEFL (Test of English as a Foreign Language) score of 80 iBT with a score of individual test component less than 20. If students are being tested on paper, they must obtain a minimum of 550.

or

b) IELTS (International English Language Testing System): Overall score of 6.5 with no section less than 5.0.

or

c) CAEL (Canadian Academic English Language Assessment): A score of 70.

or

d) MELAB (Michigan English Assessment Battery Language): A score of 85.

Students will have access to opportunities to develop their English language skills. Students requiring assistance with their language skills should contact Student Counselling Services at Campus Saint-Jean to receive information about their options.

Admission from Another Province

(1) Students from other Canadian provinces who have successfully completed work at the high school level will be considered for admission to the Collège Saint-Jean provided they present admission subjects equivalent to the requirements of the program.

(2) Equivalent: The Collège Saint-Jean has the right to judge the equivalent values and the classification of courses taken in other provinces.

(3) All students who do not present the requirements should contact the Admissions office at the Faculté Saint-Jean. To book an appointment use email recrutement@csj.ualberta.ca or call 780-465-8790.

Academic Standing and Graduation

Academic Standing

At the end of each academic year (Fall/Winter) and according to the grade point average (GPA) of that academic year, students are placed in one of the three following categories: (Note: a minimum grade point average of 2.0 is required to obtain a diploma.)

- a) **Satisfactory standing:** Students who maintain a sessional GPA of 2.0 or more may continue their studies at Collège Saint-Jean.
- b) **Marginal standing:** Students who receive a GPA of 1.7 to 1.9 inclusive will be placed on academic probation and warned that if they have not met the requirements of the probation, they must withdraw from the program.
- c) **Unsatisfactory standing:** Students who receive a GPA of 1.6 or less will be required to withdraw from the program. Such students may apply for readmission, although normally at least one year must elapse before readmission will be granted (on a probationary basis).

Students are expected to maintain satisfactory performance and achievement levels in all elements of their program including classroom, laboratory/shop, work experience practicums, field trips assignments, tests, and examinations. The instructors shall determine and communicate to the student the criteria for satisfactory performance.

Graduation

A minimum grade point average of 2.0 is required for graduation.

Reexamination

Students may obtain information regarding policies and procedures from the Admissions office at Faculté Saint-Jean.

Academic Advising

Since the program requirements are pre-determined, all students are encouraged to meet with the Academic Advisor prior to choosing a program.

At the end of the first year of the program, students may consult with the Academic Advisor when choosing the second year diploma specialization.

International Students

International students should contact the Admissions office at the Faculté Saint-Jean. To book an appointment email to recrutement@csj.ualberta.ca or call: 780-465-8790.

Collège Programs

Techniques d'administration des affaires bilingues program

The *Techniques d'administration des affaires bilingues* program - Year 1 gives students a common core of 10 courses to help them gain an appreciation for the wide assortment of career possibilities related to each specialization. Near the end of Term 2, students

select a specialization that best suits their personal interests and career goals among the following four options: accounting, finance, marketing and management. Through small class sizes, the Collège Saint-Jean offers a personalized learning environment, where instructors are focused on individual interests and academic progress.

Program Year 1

All students in this diploma program will automatically be enrolled in the following ten courses in their first year.

Fall Term

TAATC 110 – Introduction à la comptabilité

TAATC 120 – Microéconomie

TAATC 100 – Communication des affaires Niveau 1

TAATC 130 – Technologies de l'information et des communications

TAATC 140 - Introduction à la finance personnelle

Winter Term

TAATC 121 – Macroéconomie

TAATC 111 – Comptabilité intermédiaire

TAATC 150 – Introduction au Marketing

TAATC 101 – Communication des affaires Niveau 2

TAATC 160 - L'entreprise et les fonctions de travail en gestion.

Program Year 2

In the second year students will select a specialization that best suits their personal interests and career goals among the following four options: **accounting, finance, marketing and management.**

a) ACCOUNTING:

Students registered in the **accounting** specialization will automatically be enrolled in the following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires

TAATC 280 - Statistiques des affaires

TAACO 210 – Compatibilité de gestion

TAACO 213 – Fiscalité

TAACO 241 – Computer applications in Business

TAACO 244 – Accounting Information systems

Winter Term

TAAFI 243S – Séminaire sur les carrières en finance

TAAFI 242 – Finance Corporative

TAAFI 241 – Investissements

TAACO 212 –Intermediate managerial accounting Niveau 2

TAACO 240 - Special Applications (accounting)

TAACO 211 - Intermediate managerial Accounting

TAACO 206 –Intermediate Financial Accounting Niveau 1

Spring Term

TAACO STG : Stage en milieu de travail – ~~Compatibilité~~ Comptabilité

b) FINANCE:

Students registered in the **finance** specialization will automatically be enrolled in the

following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires
TAATC 280 - Statistiques des affaires
TAACO 212 – Compatibilité de gestion
TAACO 213 – Fiscalité
TAAFI 211 – Cash Management

Winter Term

TAAFI 243S – Séminaire sur les carrières en finance
TAAFI 242 – Finance Corporative
TAAFI 241 – Investissements
TAACO 212 – Intermediate managerial accounting Niveau 2
TAAFI 236 - Financial Systeme
TAAFI 252 – Credit / Financial Analysis
TAAFI 281 – Stock Market Simulation

Spring Term

TAAFI STG : Stage en milieu de travail – Finance

c) MARKETING:

Students registered in the **marketing** specialization will automatically be enrolled in the following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires
TAATC 280 - Statistiques des affaires
TAAMG 202 - Communication d'affaires - Niveau 3
TAATC 231 - Systèmes de gestion d'information
TAAMG 276 - Promotional Management
TAAMK 360 - Applied Research Methods

Winter Term

TAAMK 252S - Séminaire sur les carrières en marketing et gestion
TAAMG 261 - Introduction aux ressources humaines
TAAMK 251 - Gestion de marché de détail et de la vente
TAAMK 265 - Marketing Management
TAAMK 260 - International Business
TAAMK 372 - Sales Management
TAAMK 378 - Public Relations
TAAMK 279 - e-Communications
TAAMK 377 - Promotional Campaign Planning

Spring Term

TAAMK STG : Stage en milieu de travail – Marketing

d) MANAGEMENT :

Students registered in the **management** specialization will automatically be enrolled in the following courses in their second year.

Fall Term

TAATC 270 - Droit des affaires

TAATC 280 - Statistiques des affaires
TAAMG 202 - Communication d'affaires - Niveau 3
TAATC 231 - Systèmes de gestion d'information
TAAMG 220 - Intro to Project Management
TAAMG 256 - Intro to Strategic Management

Winter Term

TAAMK 252S - Séminaire sur les carrières en marketing et gestion
TAAMG 261 - Introduction aux ressources humaines
TAAMK 251 - Gestion de marché de détail et de la vente
TAAMG 255 - Small Business Management
TAAMG 300 – Leadership
TAAMG 356 - Advanced Strategic Management
TAAMG 354 - Entrepreneurship & New Venture Creation

Spring Term

TAAMG STG : Stage en milieu de travail – Management

Annexe 1

TAA Course Naming Convention

Description of Course Designators

Course Name	First Five Letters		Last Three Numbers		
	Program Code	Core or Specialization Code	Year of Study	Subject Area	Order of Classes
Title of Course	TAA	TC	X	X	X

Details of First Five Letters

Program Code	Designator
Techniques d'administration des affaires	TAA

Details of Last Three Numbers

Year of Study	Designator
Year One or Year Two	1 – 2 or 3*

* Some courses begin with the number 3 as these are courses provided by NAIT and the numbering follows the numbering used at NAIT.

These courses are taught in the second year of the TAA program.

Core or Specialization Code	Designator
Tronc Commun	TC
Finance	FI
Accounting	CO
Marketing	MK
Management	MG

Subject Area	Designator
Communications	0
Accounting	1
Economics	2
IT/Computer	3
Finance	4
Marketing	5
Management	6
Law	7
Math/Stats	8

Order of Classes	Designator
Introductory, Intermediate, Advanced (I, II, III)	1, 2, 3, 4...

Example: **TAATC 100** Communications d'affaires - Niveau 1

TAA - indicates program "Techniques d'administration des affaires"

TC - indicates "tronc commun" (core course)

1 - indicates first year of study

0 - indicates "communications" subject area

0 - indicates first class within subject area

NEW ACADEMIC PROGRAM LIBRARY IMPACT STATEMENT CERTIFICATION

Submitted to the Academic Development Committee

The Library has examined the proposal for the introduction of the new bilingual diploma program *Techniques d'administration des affaires (TAA)* as part of the Campus Community College proposal *Collège Saint-Jean*. TAA is a two year diploma program with the objective of training multilingual skilled individuals capable of responding to the complex demands of a globalized market place.

The attached commentary outlines the anticipated impact on Library services and facilities of the above program, indicating the Library's current ability to support the program and any additional costs it might entail. At the Bibliothèque Saint-Jean (BSJ), we base estimates on the fact that all new students enrolled in this program will be considered University of Alberta students.

Executive summary of costs

Total Costs	Start Up	2011-2012	2012-2013	Ongoing (expected annual maintenance cost)
1. Collections budget	\$ 15,210	\$ 14,810	\$ 21,122	
2. Capital budget	---	---	---	
3. Operating/staffing budget		\$ 2,900	\$ 2,800	
Total costs: Summary	\$ 15,210	\$ 17,710	\$ 23,922	\$ 24,000

We support the changes proposed by the Faculty and look forward to working with its instructors and students.

Mary-Jo Romaniuk
Chief Librarian (Acting)

Tatiana Usova
Head, Bibliothèque Saint-Jean

December 16 2010

The new program *Techniques d'administration des affaires* (TAA) will incur additional costs for Library acquisitions and for library staff time.

Impact on Collections:

Monographs

Out of 48 courses, only half (24) will be offered in French by University of Alberta. The number of specialized courses will be delivered in English by NAIT. Since Campus Saint-Jean is already offering *Bilingual Bachelor of Commerce* program, some of the proposed TAA courses hold sufficient print monograph, journal and database resources at the library. However, these materials aim for a university clientele and not for college level programs. A purchase of 10 supplementary items in these areas will be necessary. Ten of the TAA courses are new subject areas and require the BSJ to establish basic-level collections for:

- Introduction à la comptabilité
- Communications d'affaires
- Introduction à la finance personnelle
- Comptabilité intermédiaire
- Introduction au marketing
- Fiscalité
- Finance corporative
- Investissements
- Introduction aux ressources humaines
- Système de gestion d'information

We need to acquire at least 20 titles for each of these courses in the first year. For the second and following years we count 10 titles/course in these areas, which includes new titles and new editions of existing titles. We will give priority to purchasing e-books to support the TAA studies. The cost of these resources is based on the average observed in 2010 (\$70) and on anticipation of 4% inflation/year.

Periodicals

The periodical collection of the BSJ covers the sectors of business sufficiently well. However, new journal subscriptions will be required to support the program. 6 titles related to marketing, finance and accounting were identified for a purchase.

Databases

Databases available at the BSJ cover the subject fields of the TAA program. The addition of new students to the Library's licenses for electronic resources incurs a cost of \$200 per student/year. For the first year of the program the cost for 20 students will be \$4,000. For the consecutive years the cost will increase with the increase of the number of students and will be equal to \$7,000/year (35 students × \$200).

An equivalent to one Faculty position (FTE) in the first year and an equivalent to a second Faculty position in the second year will be hired to teach the program. The addition of new

Faculty members to the university has a standard cost of \$3,000/person taking into account the incremental resources needed to address the unique library expectations of each new Faculty position.

Thus, in total the impact on collections will be the following:

Start-up: 210 books + 6 periodicals (210×\$70 + 6×\$85). Total: \$15,210.
2011-2012 : 100 books + 6 periodicals (100×\$70 + 6×\$85 = \$ 7510 + est. inflation 4%
=\$ 7,810) , plus \$4,000 + \$3,000 (electronic resources). Total: \$14,810
2012-2013: 100 books + 6 periodicals (\$8,122), plus \$7,000 + \$6,000 (electronic
resources). Total: \$21,122

Impact on Library space, equipment and technology:

Since The *Collège Saint-Jean* programs will be housed in “*La Cité Francophone*” that will have 9 smartrooms, we do not expect a significant impact on Library space and equipment.

Impact on Library staff: The proposed program would have an impact in terms of staff time.

The creation of libguides to support the program will require 20 staff hours the first year and 10 hours/year for the maintenance in subsequent years.

Three hours of library instruction time will be necessary in the first year to introduce new students to Library resources. For the second year we anticipate one hour of instructional time for each of the four program streams: Accounting, Finance, Management and Marketing.

During both the first and second years of the program, a number of reference requests are expected as students proceed with major assignments during their course work. This is estimated to amount to 5 hours in the first year and 10 hours in each of the consecutive years.

In total, some 29 hours of instructional and consultation time will be required the first year, and 28 hours each consecutive year. The additional hours of librarian time spent in preparation for instructional sessions, consultations, and in securing the resources to support the program, are estimated to double this total to 58 hours the first year and 56 hours in subsequent years. It amounts to \$ 2,900 the first year and \$2,800 the second year (the rate used is \$50/hour).

As program grows, the Library will be monitoring the impact on staff, equipment and facilities needs.

Submitted by

Tatiana Usova
Head, Bibliothèque Saint-Jean
December 16 2010

Letter of Intent

BETWEEN: **BOARD OF GOVERNORS OF THE NORTHERN
ALBERTA INSTITUTE OF TECHNOLOGY (“NAIT”)**

AND: **THE GOVERNORS OF THE
UNIVERSITY OF ALBERTA (“University of Alberta”)**

WHEREAS the University of Alberta is a University continued pursuant to the terms of the *Post-secondary Learning Act* and that **Campus Saint-Jean** is a Faculty of University of Alberta, and **Collège Saint-Jean** is a French-language college related to Campus Saint-Jean that offers diploma programs in various areas of study.

WHEREAS NAIT is a Post-secondary Institution and provides learning opportunities to adult students in various fields such as the Business Administration Diploma and the Bachelor of Business Administration Degree (“the Programs”);

WHEREAS NAIT and Campus Saint-Jean of the University of Alberta would like to work together to develop a bilingual Business Administration Diploma (*Diplôme bilingue des Techniques de l’administration des affaires (TAA)*);

WHEREAS NAIT and **Campus Saint-Jean** are committed to increasing educational opportunities for students and both parties have agreed to support this initiative;

WHEREAS NAIT has established credible curricula for delivery of the Programs in English which would serve as the template for bilingual instruction;

WHEREAS NAIT and **Campus Saint-Jean** agree that they will establish a process for communication and consultation mutually agreeable to both parties;

WHEREAS both institutions are autonomous, self-governing entities with the power to enter into binding agreements considered to be in their best interests and to advance their ability to achieve the requirements of their mission and mandate;

AND WHEREAS NAIT and the University of Alberta have agreed to enter into this non-binding Letter of Intent (the “Letter”) that enables them to work together in the pursuit of the objectives set out herein.

NOW THEREFORE this Letter sets out the intent of the working relationship between the parties as follows:

1. NATURE OF THE LETTER OF INTENT

- 1.1 This Letter of Intent establishes the framework by which the parties will work together in an effort to provide a bilingual Business Administration Diploma in a manner that is consistent with the mandates, policies, priorities, and resources of each party and which is in accordance with the *Post-secondary Learning Act*.
- 1.2 Except for the provisions herein dealing with confidentiality, the issuance of press releases or public statements, and the *Freedom of Information and Protection of Privacy Act* of Alberta, this Letter does not create any legally binding obligation on the part of the parties. The parties may enter into specific contracts with respect to activities pursued pursuant to this Letter of Intent.

2. OBJECTIVES

The general intent of this Letter of Intent is to develop parameters to guide the offering of the *Diplôme bilingue des Techniques d'administration des affaires (TAA)* which mirrors the course content of the Business Administration Diploma at NAIT so as to offer Collège Saint-Jean students the opportunity to apply for NAIT admission to the third year of NAIT's Bachelor of Business Administration program.

3. COLLABORATIVE PROJECTS

3.1 NAIT would provide:

- Business Administration Diploma current course outlines which contain course outcomes, objectives and recommended ancillary materials, to serve as a guide for the development of curriculum for TAA.
- Quality assurance oversight as it relates to revisions in the TAA curriculum.
- Instructional opportunities for NAIT faculty (for a negotiated fee to be determined) at NAIT, or at Collège Saint-Jean for certain second year courses in various streams as identified during the implementation of the TAA.

3.2 The University of Alberta would provide:

- Contracts for instructors or tuition agreements for second year courses to be offered in English, depending on student demographics and availability of French-speaking instructors.
- Access to French language courses at Campus Saint-Jean, subject to normal admissions and registration processes, for NAIT business administration diploma students.
- A bilingual Business Administration Diploma (*Diplôme bilingue des Techniques de l'administration des affaires (TAA)*)
- The curriculum development for the courses within the bilingual TAA program. The ownership of the curriculum developed for the TAA program shall vest with the party that developed the materials

3.3 All subsequent student programming agreements developed between the parties, including transfer or articulations, and any agreements related to staff exchange or secondment, curriculum development services, or instructional services, would conform to the principles of this Letter of Intent and be approved by the Provost and Vice-President (Academic), University of Alberta, or designate, and the NAIT Provost and Vice-President Academic or designate.

4. CONFIDENTIALITY

- 4.1 Each party acknowledges that in the process of furthering discussions under this Letter of Intent it may come into possession of confidential information of the other party. Accordingly, each party agrees that it will only use such confidential information for the purposes of furthering discussions under this Letter of Intent and that it will not, without the prior, written consent of the other party; disclose to any third party such confidential information. For the purposes of this Letter of Intent, confidential information shall not include information which:
- a) was in the recipient's possession before receipt from discloser;
 - b) is or becomes a matter of public knowledge through no fault of recipient;
 - c) is rightfully received by recipient from a third party without a duty of confidentiality on the third party;
 - d) is required by discloser under any applicable law or by order of a court.
- 4.2 The receiving party will return the confidential information of the other party upon the termination of this Letter of Intent or upon receipt of a written request from the other party.
- 4.3 NAIT and the University of Alberta shall consult with one another prior to the issuance of any press release or public statement relating to this Letter of Intent. Such consultation shall include prior notification of a party's intent to issue a press release or public statement accompanied by a copy of the proposed language of such press release or public statement. If a party has a concern with the proposed wording of the other party's press release or public statement, it shall notify the other party immediately and the parties shall work together to ensure that the press release or public statement is acceptable to both parties.

5. COSTS AND EXPENSES

Each party shall bear its own costs and expenses arising from this Letter of Intent unless otherwise mutually arranged and agreed to.

6. **TERM**

- 6.1 This Letter of Intent shall become of force and effect from the date of execution on behalf of both the University of Alberta and NAIT and shall continue in effect until terminated by mutual agreement or pursuant to paragraph 6.2.
- 6.2 Either party may terminate this Letter of Intent on thirty (30) days written notice to the other party.

7. NOTICES

All notices to be given pursuant to this Letter of Intent shall be in writing hand delivered or faxed to the following individuals:

Northern Alberta Institute of Technology

Name: Dr. Paula Burns
Position: Provost and Vice-President Academic
Fax: 780.471.8583
Address: NAIT 11762-106 St. Edmonton, AB T5G 3H1

JR Shaw School of Business at NAIT

Name: Tad Drinkwater
Position: Acting Dean, JR Shaw School of Business
Fax: 780.471.7708
Address: NAIT 11762-106 St. Edmonton, AB T5G 3H1

University of Alberta

Name: Dr. Carl G. Amrhein
Position: Provost and Vice-President (Academic)
Fax: (780) 492-1438
Address: University of Alberta
2-10 University Hall Edmonton, AB T6G 2J9

Campus Saint Jean

Name: Dr. Marc Arnal
Position: Dean
Fax: 780.465.8760
Address: Campus Saint Jean
8406-91 Street Edmonton, AB T6C 4G9

Notice shall be deemed to be received on the date of delivery if delivered by hand or transmitted by facsimile.

8. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

NAIT and the University of Alberta, as public bodies under the *Freedom of Information and Protection of Privacy Act* of Alberta, shall ensure that through this Letter of Intent and any

further agreements as to specific collaborative projects, adherence is made to the requirements of the privacy legislation and attended regulations.

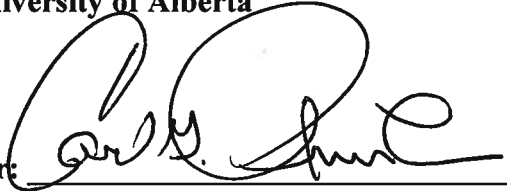
In WITNESS WHEREOF the parties have caused this Letter to be executed on the dates indicated below.

**Board of Governors of the
Northern Alberta Institute of Technology**

Per: 

March 21, 2011
Date

**The Governors of the
University of Alberta**

Per: 

MAR 29 2011
Date

APPENDIX B6- Letters of support for Bilingual Business Administration Diploma (TAA)

-Dean, University of Alberta – Faculty of Extension

November 8, 2010

Marc Arnal, PhD
Dean, Faculte Saint Jean

Dear Marc,

I have read with interest the proposal for *Techniques d'administration des affaires (TAA): Comptabilite, Finances, Management et Marketing*. I applaud the efforts of your Faculty to enhance access to bilingual post-secondary learning opportunities in Alberta and, indeed, in Western Canada. The program has been in operation for some time at NAIT and by giving it a new home, academic oversight and a potential pathway to a degree at various institutions in Campus Alberta CSJ will increase flexibility within the adult learning system. The program, and direction, align very well with your academic plan and with the emerging academic plan of the University of Alberta.

I have shared the proposal with our Associate Dean, Professor Lois Gander and with the Executive Director of Professional Programs, the unit in which our business programs reside. We have no objections to the plan; on the contrary we congratulate you on this initiative.

Sincerely

Katy Campbell, PhD
Dean

Office of the Dean
Faculty of Extension

2nd Floor Enterprise Square, 10230 Jasper Avenue
Edmonton, Alberta, Canada T5J 4P6

www.extension.uaberta.ca
Tel: 780 492 2681
extdean@uaibena.ca
Fax: 780 492 6735

APPENDIX B6- Letters of support for Bilingual Business Administration Diploma (TAA)

-Dean, University of Alberta – Augustana Campus



UNIVERSITY OF
ALBERTA

AUGUSTANA CAMPUS

4901 - 46 Ave
Camrose, Alberta, Canada T4V 2R3

www.augustana.ualberta.ca

Tel: 780.679.1100
Fax: 780.679.1129

Office of the Dean

Dr. Marc Arnal, Doyen
Campus Saint-Jean
2-02J Pav McMahon
Edmonton, AB T6C 4G9



3 November 2010

Dear Marc:

With this letter I am pleased to indicate my support for the proposed *Techniques d'administration des affaires* (TAA) program to be housed within Collège Saint-Jean.

It is important for campuses such as ours to respond to the educational needs of our respective communities. I appreciate that your proposal reflects a careful assessment of those needs and of the best home for the program within the public post-secondary system. I also note the possibilities that may open up through the proposed program for further French-language engagement with other institutions in Campus Alberta.

All the best as you bring the program to a successful launch.

Sincerely,

A handwritten signature in black ink, appearing to read 'REPP'.

Roger Epp
Dean



**APPENDIX B6 – Letters of support for Bilingual Business Administration
Diploma (TAA)**

Le 21 juillet 2010

Monsieur Marc Arnal, doyen
Campus Saint-Jean
Université de l'Alberta
8406 – rue Marie-Anne-Gaboury (91^e rue)
Edmonton, AB
T6C 4G9



Cher monsieur le doyen,

Premièrement je voudrais vous faire part de mes excuses d'avoir pris un si grand retard avant de répondre à votre appel d'appui.

En dépit de ce retard, je considère l'initiative éducative de niveau collégiale comme étant crucial pour assurer la pérennité de nos communautés et donc, je tiens à vous apporter sans réserve mon appui à ce projet. Je voudrais mettre en contexte ce besoin dans ma vie quotidienne en tant que courtier immobilier. Le dossier collégial et plus précisément la formation proposée en Administration des affaires répond à un besoin criant que moi et mes collègues cherchons constamment. Ce que nous cherchons ce sont des gens compétents et ambitieux pour occuper des postes de gestionnaires dans nos bureaux.

Je tiens à vous féliciter pour tout le travail que vous apportez au soutien de la francophonie et de la promotion de l'importance d'une bonne éducation en français. Je veux aussi souligner le geste important que vous avez fait en apportant un changement important au statut de l'Université en obtenant une reconnaissance formelle de la part du ministère de l'éducation supérieur ou le A.E & T d'accorder des certificats et diplôme collégiale en français. C'est tout un exploit et il faut que nous, la communauté, appuyions et applaudissons vos efforts.

Je réitère mon appui inconditionnel pour cette initiative et je vous invite à me contacter pour toute autre action ou geste d'appui que je pourrais apporter à une des grandes institutions postes secondaire francophones du Canada, le Campus Saint-Jean.

Veillez accepter, cher monsieur le Doyen, mes plus sincères salutations.

A handwritten signature in black ink, appearing to be "Paul Blais".

Paul Blais,
Courtier Immobilier
REMAX Elite

APPENDIX B7- Letters of support – Work experience placement

-CDEA – Conseil de développement économique de l'Alberta



Edmonton, le 17 février 2011

M. Marc Arnal
Doyen, Campus Saint-Jean
8406, rue Marie-Anne Gaboury (91 rue)
Edmonton, Alberta
T6C 4G9

Cher Monsieur le Doyen,

Par la présente, le Conseil de développement économique de l'Alberta (CDÉA) désire vous apporter son appui et son entière collaboration vis-à-vis le programme « technique d'administration des affaires » qui est en lien étroit avec le développement économique communautaire francophone de l'Alberta.

Comme vous le savez, nous avons déjà collaboré avec vous sur plusieurs initiatives, incluant l'offre de soutien et de formation avec le club entrepreneur, la création d'un partenariat avec le Cégep de Matane dans le cadre du programme de formation touristique, et plus récemment, en organisant des rencontres de consultation et de planification pour établir les compétences requises par les gradués d'un programme éventuel de formation touristique, ici en Alberta. Ces expériences nous ont permis d'établir un lien de confiance entre nos deux entités et d'assurer un dialogue constructif dans l'atteinte de résultats tangibles.

L'implication du CDÉA au programme de « technique d'administration des affaires » sera d'offrir un soutien actif en matière de réseautage auprès des différents agents économiques de l'Alberta (ex. Accès emploi et les entrepreneurs francophones de toutes les régions albertaines). La contribution du CDÉA sera en nature, et consistera à réseauter, organiser et mobiliser les acteurs clés pour soutenir l'initiative collégiale de manière générale, mais aussi pour des fonctions plus spécifiques, telle qu'une collaboration étroite pour aider à offrir des stages aux étudiants de ce nouveau programme.

Le Conseil de développement économique de l'Alberta est l'organisme reconnu comme chef de file en développement économique en français en Alberta. Au cours des dernières années, l'éducation et la formation entrepreneuriale se sont solidifiées dans les priorités du CDÉA, d'où notre collaboration active avec les écoles, le Campus St-Jean et le Centre collégial de l'Alberta.

Veuillez agréer, Monsieur le Doyen, l'expression de mes sentiments les plus distingués.

Marc S. Tremblay
Directeur général

APPENDIX B7- Letters of support – Work experience placement

-Businesses and community organizations



Calgary, le 8 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Suite 1105 (PH)
1333 - 8 Street S.W
Calgary, Alberta
Canada T2R 1M6
Tel: 403.234.9080
Fax: 403.263.8005
www.afiscom.com

Professional
Corporation
Member of
Certified
Management
Accountants
of Alberta

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur Anal,

AFISCOM est heureux d'apporter son support au nouveau programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté d'affaires.

AFISCOM sera fier de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

AFISCOM Comptable professionnel

A handwritten signature in black ink, appearing to read "M. Beaudoin". The signature is fluid and cursive, written over a light blue horizontal line.

Marcel Beaudoin, BAA, CMA



Edmonton, Alberta

le 7 mars 2011,

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

~~MARC~~
Monsieur,

Bergeron & Co. est heureux d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté.

Bergeron & Co. sera fier de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.


Pierre Bergeron, CGA

Bergeron & Co.

GHISLAIN BERGERON, B.Sc., CGA *
PIERRE BERGERON, B.A., CGA *
SIMON BELZILE, CGA *

* Professional Corporation



200, 8925 - 82 AVENUE EDMONTON, ALBERTA T6C 0Z2
TEL. (780) 468-1667 FAX (780) 468-2565 1-800-668-6013 E-MAIL: info@bergeron-cga.com
ST. PAUL, ALBERTA TEL. (780) 645-5393 LEGAL, ALBERTA TEL. (780) 961-3106



Conseil scolaire du
NORD-OUEST N°1

Le 8 mars 2011

Alborici



Dr. Marc Arnal,
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

Le Conseil scolaire du Nord-Ouest N° 1 est heureux d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté.

Le Conseil scolaire du Nord-Ouest N° 1 sera fier de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Le directeur général,


Marcel Lizotte

*Se donner
des racines et
des ailes*

www.csno.ab.ca



8627^e rue Marie-Anne-Gaboury (91^e Rue)
Bureau 303
Edmonton, Alberta T6C 3N1

www.acfa.ab.ca

Edmonton, le 7 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

Au nom de l'ACFA, qui est l'organisme porte-parole de la francophonie albertaine, j'aimerais apporter notre support au programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau postsecondaire en français qui répondent au besoin de la communauté.

L'ACFA sera fière de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Le directeur général,

Denis Perreux



ACFA
Régionale d'Edmonton

102, 8627 rue Marie-Anne-Gaboury
Edmonton, AB, T6C 3N1
Tel : (780) 469-4401
Fax : (780) 469-3997

Edmonton, le 8 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

L'ACFA régionale d'Edmonton est heureuse d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint- Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté.

L'ACFA régionale d'Edmonton sera fière de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Céline Dumay
Agente de développement



Edmonton, le 7 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

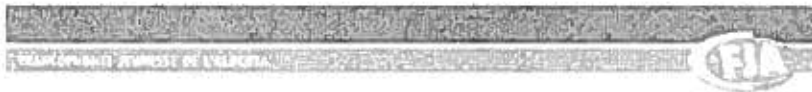
Le Centre de développement musical (CDM) est heureux d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint- Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté.

Le CDM sera fier de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.


Lisette Trottier
Directrice

201, 8627, rue Marie-Anne-Gaboury (91^e rue), Edmonton (Alberta) T6C 3N1
Tél. : (780) 462-0502 Téléc. : (780) 450-1253 Courriel : cdma@telusplanet.net
www.cdmalberta.ca



Edmonton, le 8 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

Francophonie jeunesse de l'Alberta (FJA) est heureux d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean.

Comme organisme qui a comme mission de stimuler la jeunesse albertaine d'expression française à se découvrir et vivre son plein potentiel, FJA manifeste vivement son appui envers ce programme postsecondaire qui répondra sans doute aux besoins exprimés par la jeunesse albertaine d'expression française.

FJA participe à de nombreux programmes gouvernementaux de création d'emploi pour les jeunes. À FJA, nous croyons dans un environnement de travail qui favorise l'apprentissage et le dépassement de soi. Ainsi, FJA sera fier de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main-d'œuvre francophone qualifiée en Alberta, ces expériences de stages pourront se transformer en offre d'emploi permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Rhéal Poirier
Directeur général

Francophonie jeunesse de l'Alberta (FJA)
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9
Téléphone : 780-462-0344
Télécopieur : 780-462-0014



Edmonton, 7 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

La Fédération du Sport Francophone de l'Alberta est heureuse d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta et des retombés positifs que ce programme aura au sein de la communauté. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté.

La Fédération du Sport Francophone de l'Alberta sera fière de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront facilement se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Monique Witzell
Directrice Générale



Regroupement artistique
francophone de l'Alberta

200 - 8627, rue Marie-Anne-Gaboury
Edmonton, Alberta T6C 3N1
Tél. : 780.462-0502
Télec. : 780.450.1253
www.rafa-alberta.ca

Le 7 mars 2011

Dr. Marc Arnal
Doyen
Campus Saint-Jean, Université de l'Alberta
8406, rue Marie-Anne-Gaboury (91^e Rue)
Edmonton (Alberta) T6C 4G9

Objet : Offre de stage pour les étudiants de la technique d'administration des affaires bilingues

Monsieur,

Le Regroupement artistique francophone de l'Alberta (RAFA) est heureux d'apporter son support au programme « Techniques d'administration des affaires bilingues » du Collège Saint-Jean. Nous croyons en l'importance de l'offre d'un tel programme en français en Alberta. Avec le nombre grandissant de francophones et francophiles en Alberta, nous devons être en mesure d'offrir des programmes de niveau post-secondaire en français qui répondent au besoin de la communauté.

Le RAFA sera fier de collaborer avec ce programme collégial en offrant des opportunités de stages aux étudiants inscrits au programme « Techniques d'administration des affaires bilingues ». Cette opportunité de collaboration permettra aux étudiants de gagner de l'expérience de travail tout en aidant les organismes et les entreprises offrant des services en français en Alberta à combler leurs besoins en ressources humaines. De plus, dû la pénurie de la main d'œuvre qualifiée francophone en Alberta, ces expériences de stages pourront se transformer en offre d'emplois permanents pour ces étudiants.

En espérant que ce projet obtiendra une réponse favorable et l'appui qu'il mérite, je vous prie d'agréer, Monsieur, l'expression de mes sentiments les plus distingués.

Marlette Rainville
Directrice générale, RAFA

March 10, 2010

Marc Arnal, Dean
Campus Saint-Jean, University of Alberta
8406 Marie-Anne Gaboury Street
Edmonton, AB, T6C 4G9

Dear Dean Arnal,

The School of Business has been asked to review and support a proposal from Collège Saint Jean to create a two year diploma program, Techniques d'Administration des Affaires (TAA), with 4 areas of specialization – Finance, Accounting, Marketing and Management. We have recognized that there is a shortage of French language instruction in the Alberta post-secondary system. We know that there is currently no French language college program in Alberta in any area. Students who have graduated from Alberta high schools and want to continue post-secondary studies in French at the college level have no options within Alberta to do this. Students coming to Alberta from other jurisdictions who wish to study in French at the college level have no available programs from which to choose. The proposal from Collège Saint Jean fills this gap and provides access to college level Business courses to students who are not able or do not wish to take University level post-secondary studies. This is an important service to be provided to the Francophone community of Alberta, and to others who wish to continue French language studies at the college level in Alberta.

It is important to separate the functions of the Collège in providing college level Business education, and the School of Business and Faculté Saint Jean in providing University level Business education and Baccalaureate degrees in Business. Faculté Saint Jean successfully provides and has provided university level programs and courses for many years. The School of Business has had a successful partnership with Faculté Saint Jean in creating and running the Bilingual Bachelor of Commerce degree. Students looking for university level Business education in French in Alberta have an excellent option in that program.

Courses in the Collège will be aimed at students who not possess the qualifications to enter a 4-year university degree program, or do not have the inclination to do so. Instruction will be more basic and practical. Students will be looking for a shorter program that provides a more practical introduction to Business and a quicker entry into the working world. They are not looking for a university preparation program. This is in contrast to the School of Business who provides a four year degree program with significant academic challenge aimed at students with high academic achievement.

March 10, 2010
Marc Arnal, Dean
Campus Saint-Jean, University of Alberta
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The School of Business cannot support a program at the University of Alberta aimed at the same students that the School recruits. French speaking students interested in a university level education have the option of the Bilingual Bachelor of Commerce at Faculté Saint Jean. We can, and do support a college program that exists to fulfill the need for college level programming in French in Alberta. Our approval is conditional upon the TAA existing as a diploma program only and not as a feeder into 4 year university programs at the University of Alberta. To that extent, we support it as a welcome addition to the array of choices available for students in the post-secondary system in the Province of Alberta.

Yours truly,



Mike Percy
Stanley A. Milner Professor and Dean

RESOLUTION OF
THE BOARD OF GOVERNORS OF THE UNIVERSITY OF ALBERTA

Whereas:

- A. The Board of Governors, to carry out the purposes of the University, deems it appropriate and necessary to proceed with the implementation of the first year of a seven-year Next Generation Energy Management Program at a currently budgeted cost of Five Million Dollars in Canadian funds (\$5,000,000) (the "Project");

And

- B. The Board of Governors considers it appropriate and necessary that the University, in accordance with this Resolution, fund the Project by borrowing an amount not to exceed Five Million Dollars in Canadian funds (\$5,000,000) from the Lender defined herein.

IT IS HEREBY RESOLVED THAT:

1. Pursuant to Section 73 of the *Post-Secondary Learning Act* and subject to the prior approval of the Lieutenant Governor in Council, the Board of Governors, for the purposes of the University, authorizes and approves the borrowing of an amount to fund the Project not to exceed Five Million Dollars in Canadian funds (\$5,000,000) (the "Loan").
2. The Loan be:
 - (a) from a lender (the "Lender") which is the Alberta Capital Finance Authority in an amount not to exceed Five Million Dollars in Canadian funds (\$5,000,000);
 - (b) for a term not to exceed fifteen (15) years;
 - (c) at an interest rate not to exceed seven percent (7.0%) per annum;and that within the foregoing parameters, the establishment of the amount, term and interest rate be made by the Vice-President (Finance and Administration).
3. To secure the repayment of the Loan, the University grant to the Lender such security as may be required by the Lender and agreed to by the Vice-President (Finance and Administration).

4. The Vice-President (Finance and Administration) is hereby authorized for and on behalf of the University:
 - a) to negotiate, execute and deliver to the Lender such notes, bonds, debentures or other securities in such form, with or without seal, and containing such terms and conditions related to the Loan including amount, denomination, time and place of payment, principal and interest and redemption as agreed with such Lender;
 - b) to include in the security agreed with such Lender in conjunction with the Loan all such securities, debentures, charges, pledges, mortgages, conveyances, assignments and transfers to or in favour of the Lender of all or any property, real or personal, moveable or immovable, owned by the University or in which it may have an interest as may be agreed with such Lender;
 - c) to give to the Lender any other documents or contracts necessary to give or furnish to the Lender the security or securities required by the Lender including without limiting the generality of the foregoing, all or any receivables, book debts due or growing due, stocks, bonds, insurance policies, promissory notes, bills of exchange and securities of all kinds.
5. All agreements, securities, documents and instruments purporting to be signed, made, drawn, accepted, executed or endorsed as hereinbefore provided shall be valid and binding upon the University.
6. The Lender shall be furnished with a certified copy of this Resolution.

I hereby certify that this Resolution has full force and effect on the ____ day of _____, 2011.

Chair of The Board of Governors of the
University of Alberta