

BUSINESS FUNDAMENTALS

Program: BSFN

Credential: Ontario College Certificate

Delivery: Full-time - online + Part-time - online

Length: 2 Semesters

Duration: 1 Year

Effective: Fall 2025, Winter 2026, Summer 2026

Location: Online

Description

Students develop the skills and knowledge appropriate for an entry-level position in business. Completion of the program provides students with a solid business foundation, while exposure to core business courses allows them to understand the different areas of business and better choose an area of focus. After successful completion of the program, students are eligible to enrol in a number of Georgian's Business diploma programs.

Career Opportunities

Career opportunities may include, but are not limited to, sales, marketing and customer service. Employers may include banks, finance, trust and insurance companies, computer firms, government ministries and agencies, producers of consumer and industrial products, wholesalers, retailers, private companies and non-profit.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. identify factors that have an impact on an organization's business opportunities;
2. explain the impact of corporate sustainability, corporate social responsibility and ethics on an organization's business initiatives;
3. use current technologies to support an organization's business initiatives;
4. apply basic research skills to support business decision making;
5. perform basic accounting procedures and financial calculations to support the operations of an organization;
6. describe marketing and sales concepts used to support the operations of an organization;
7. develop strategies for ongoing personal and professional development to enhance work performance;
8. outline the functional areas of a business and their interrelationships;
9. employ environmental sustainable practices within the industry;
10. recognize the economic, social, political, and cultural variables which impact a business.

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Fall Intake

- **Sem 1:** Fall 2025
- **Sem 2:** Winter 2026

Winter Intake

- **Sem 1:** Winter 2026
- **Sem 2:** Summer 2026

Summer Intake

- **Sem 1:** Summer 2026
- **Sem 2:** Fall 2026

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent, mature student status
- Grade 12 English (C or U)
- any Grade 11¹ or 12 Mathematics (C, M, or U)

¹ Minimum of 60% in Grade 11 College or University level Mathematics (MBF3C or MCF3M)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/academic-regulations/ (<https://www.georgiancollege.ca/admissions/academic-regulations/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit for Prior Learning website for details:

www.georgiancollege.ca/admissions/credit-transfer/ (<https://www.georgiancollege.ca/admissions/credit-transfer/>)

Graduation Requirements

9 Program Courses
2 Communications Courses
1 General Education Course

Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, from year to year, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

Program Tracking

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the program tracking.

| Semester 1 | | Hours |
|-----------------------|--|-------|
| Program Courses | | |
| ACCT 1000 | Financial Accounting Principles 1 | 42 |
| BUSI 1001 | Introduction to Organizational Behaviour | 42 |
| COMP 1003 | Microcomputer Applications | 42 |
| MATH 1002 | Mathematics of Finance | 42 |
| MKTG 1000 | Introduction to Marketing | 42 |
| Communications Course | | |

| | | |
|--|--|------------|
| Select 1 course from the communications list during registration. | | 42 |
| Hours | | 252 |
| Semester 2 | | |
| Program Courses | | |
| BUSI 2005 | Customer Service | 42 |
| ECON 1000 | Microeconomics | 42 |
| HURM 1000 | Human Resources Management Foundations | 42 |
| MKTG 2033 | Professional Edge | 42 |
| Communications Course | | |
| Select 1 course from the communications list during registration. | | 42 |
| General Education Course | | |
| Select 1 course from the general education list during registration. | | 42 |
| Hours | | 252 |
| Total Hours | | 504 |

Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.