

BUSINESS FUNDAMENTALS

Program: BSFN

Credential: Ontario College Certificate

Delivery: Full-time + Part-time

Length: 2 Semesters

Duration: 1 Year

Effective: Fall 2023

Location: Orangeville

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. develop customer-service strategies to meet the needs of internal and external customers;
2. apply knowledge of the human resources function to the operation of an organization;
3. apply knowledge of the marketing function to the operation of an organization;
4. apply accounting and financial knowledge to the operation of an organization;
5. apply computer skills and knowledge of information technology to support the management of an organization;
6. work effectively with co-workers, supervisors, and others;
7. apply research skills to gather and interpret available information;
8. apply creative problem-solving skills to address business problems and opportunities;
9. apply time management and organizational skills to facilitate the completion of tasks and to meet deadlines in a business environment;
10. employ environmental sustainable practices within the industry;
11. 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 2023
- **Sem 2:** Winter 2024

Admission Requirements

OSSD or equivalent with

- 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.