BUSINESS STUDIES

Program: BSTU
Credential: Certificate
Delivery: Part-time
Duration: 210 Hours
Effective: Fall 2027
Location: Barrie

Description

Students learn about the fundamentals of today's business world at the college level. Students can expect to acquire the knowledge, skills and attitudes necessary for an entry level position in a variety of business setting.

Career Opportunities

Career opportunities include management trainee, personnel officers to HR Generalist are a few of the careers pursued by graduates. Employers include banks, finance, trust and insurance companies, computer firms, government ministries and agencies.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. apply Generally Accepted Accounting Principles when recording business transactions; maintain a general and subsidiary ledger and prepare an unadjusted trial balance;
2. describe the marketing planning process, including the basic components that comprise a firm's marketing plan;
3. calculate commercial discount, markup and markdown for business purposes;
4. discuss the operations function in manufacturing and non-manufacturing settings;
5. explain Canadian human resource management and describe its key elements;
6. discuss specialized areas including: compensation, training and development, industrial relations, occupational health and safety, human resource planning.

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)
- any Grade 11[1] 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/)

Bring Your Own Device (BYOD) requirements

All Georgian College students are required to bring their own device (BYOD) (https://georgiancollege.ca/byod/) that meets the technology requirements (https://georgiancollege.ca/byod/) for their program. Having access to a personal laptop that meets your program's technical requirements will ensure you're prepared for in-class, online and hybrid learning activities. Students are responsible for the cost, software installation, maintenance and repair of their device.

Graduation Requirements

5 Program Courses

Graduation Eligibility

The passing weighted average 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.

Program Tracking

Program Courses		Hours
ACCT 1000	Financial Accounting Principles 1	42
HURM 1000	Human Resources Management Foundations	42
MATH 1002	Mathematics of Finance	42
MGMT 2000	Production and Operations Management	42
MKTG 1000	Introduction to Marketing	42
	Hours	**210**
	Total Hours	**210**

Graduation Window

Students registered in part-time studies programs must maintain continuous registration in order to complete the program according to the curriculum in place at the time they were admitted. Students who do not remain continuously registered must be readmitted to the program and follow the new curriculum.

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.