

# SMALL BUSINESS TRADES MANAGEMENT

**Program:** BTMN

**Credential:** Certificate

**Delivery:** Part-time - online

**Duration:** 261 Hours

**Effective:** Fall 2023, Winter 2024, Summer 2024

**Location:** Barrie

## Description

This fully online College certificate program, designed specifically for qualified tradespersons, provides individuals the opportunity to develop entrepreneurial competencies and skills. Small businesses continue to show growth in today's economy providing tradespeople possessing a combination of trade and business knowledge opportunities in this growth area. Within the program, focus is on key functional areas of business related to entrepreneurship including business planning, operations, innovation, marketing and finance as well as legal and ethical considerations. Through experiential learning, students develop essential practical skills needed to improve existing and develop new small businesses.

## Career Opportunities

Graduates of this program may find employment opportunities in numerous areas. Small and Medium-sized Enterprises (SMEs) are the fastest-growing sector of the economy, internationally and locally. Graduates would be well-positioned to manage a small to medium-sized trades-related business, to start their own trades-related business or use their newly developed skills and knowledge to improve their existing business. Employment may also be obtained in both the private and public sectors where strong leadership and management skills and the ability to adapt to change are required.

## Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. develop and present a business plan to establish or grow a small business in the trades;
2. perform work in compliance with relevant legislation, regulations and guidelines, as well as legal and ethical standards with a focus on the trades;
3. develop a marketing plan to begin or advance a business within the trades;
4. respond to the evolving market needs by developing innovative or modified products, concepts, goods and services in relevant trades professions;
5. identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

## Admission Requirements

Ontario College of Trades Certificate of Qualification or equivalent

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

## Graduation Requirements

6 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
BTMN 1000	Business Planning for Tradespersons (ODE)	45
BTMN 1001	Marketing a Trades Business (ODE)	42
BTMN 1002	Financial Processes in the Trades (ODE)	42
BTMN 1003	Emerging Trends and Innovation in Trades (ODE)	45
BTMN 1004	Ethical and Legal Issues in the Trades (ODE)	42
BTMN 1005	Operating a Trades Business (ODE)	45
<b>Hours</b>		<b>261</b>
<b>Total Hours</b>		<b>261</b>

## 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.*