

BUSINESS ADMINISTRATION

Program Outline

Major:	BADM
Length:	3 Years
Delivery:	6 Semesters, plus 3 work terms
Credential:	Ontario College Advanced Diploma, Co-op
Effective:	2013-2014
Location:	Barrie
Start:	Fall (Barrie), Winter (Barrie)

Description

Georgian's three-year, Co-op, Business Administration program is as diverse as business itself. Mandatory courses provide you with the fundamental knowledge and skills for success in business and management. The broad range of choice provides you with the opportunity to tailor your diploma to your unique interests and career goals. You can choose from subjects such as accounting, payroll, finance, computers, advertising, marketing, logistics, human resource, small business, entrepreneurship, and international business. The third year provides you the opportunity to broaden your options, to include management, leadership and the completion of external certification course requirements.

Career Opportunities

Career opportunities include, but are not limited to, management trainee/manager, sales/sales management, personnel officer/manager in addition to entrepreneurial opportunities. Employers 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 organizations.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

- communicate business-related information persuasively and accurately in oral, written, and graphic formats;
- work in a manner consistent with law and professional standards, practices, and protocols;
- develop customer-service strategies to meet the needs of internal and external customers;
- apply strategies to creatively organize, lead, and assume the risks of an organization;
- apply knowledge of the human Resource function to the management of an organization;
- apply knowledge of the marketing function to the management of an organization;
- apply accounting and financial knowledge to the management of an organization;
- apply knowledge of operations management to the management of an organization;
- apply computer skills and knowledge of information technology to support the management of an organization;
- take into account the interrelationship among the functional areas of a business;
- work effectively with co-workers, supervisors, and others;
- apply research skills to gather, interpret, analyze, and evaluate data from primary and secondary sources;
- apply creative problem-solving skills to address business problems and opportunities;
- develop strategies for personal and professional development to manage job stress, enhance work performance, and maximize career opportunities;
- apply time management and organizational skills to facilitate the completion of tasks and to meet deadlines in a business environment;
- take into account the impact of the economic, social, political, and cultural variables which affect a business operation;
- apply leadership and management knowledge and skills to assist in the planning, directing, and controlling of an organization;
- plan, prepare, and deliver a variety of presentations;
- develop a business plan in collaboration with others;
- communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of audiences;
- reframe information, ideas, and concepts using the narrative, visual, numerical, and symbolic representations which demonstrate understanding;
- apply a wide variety of mathematical techniques with the degree of accuracy required to solve problems and make decisions;
- use a variety of computer hardware and software and other technological tools appropriate and necessary to the performance of tasks;
- interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals;

- evaluate her or his own thinking throughout the steps and processes used in problem solving and decision making;
- collect, analyze, and organize relevant and necessary information from a variety of sources;
- evaluate the validity of arguments based on qualitative and quantitative information in order to accept or challenge the findings of others;
- create innovative strategies and/or products that meet identified needs;
- manage the use of time and other Resource to attain personal and/or project-related goals;
- take responsibility for her or his own actions and decisions;
- adapt to new situations and demands by applying and/or updating her or his knowledge and skills;
- represent her or his skills, knowledge, and experience realistically for personal and employment purposes.

Practical Experience:

Co-operative Education is a mandatory component of all Co-op programs at Georgian College; it has been designed as a process by which students integrate their academic education with work experience related to their program of study. This integration affects much more than simply earning a salary, including the adjustment to the work environment and the development of professionalism. It also reinforces skills and theory learned during academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills and promotes personal maturity and financial independence.

Students are requested to register, attend and participate in their scheduled co-operative education classes. These classes are scheduled for all first year students and are expected to be completed in order to proceed successfully to their first co-op work experience. To ensure students are eligible to proceed onto any co-op work experience students should refer to Promotional Status and Eligibility for Co-op as outlined in the College Calendar. Co-op policies and procedures can be located on our website:
www.georgianc.on.ca/careers/for-students/

Georgian College follows the Co-operative Education guidelines set out by the Canadian Association for Co-operative Education (CAFCE) and Education at Work Ontario (EWO) by supporting the learning outcomes designed for the program specific graduate profile and curriculum as set out by the Ministry of Training, Colleges and Universities.

External Recognition:

Certificate of Achievement in Human Resource

Georgian College offers a Certificate of Achievement in Human Resource Management. Business Administration students can work towards the Certificate of Achievement in

Human Resource Management by choosing the right combination of courses. For complete details, please call the Program Manager at (705) 728-1968 extension 1140.

Human Resources Professional Association (HRPA)

Students interested in obtaining the Certified Human Resources Professional (CHRP) designation through the Human Resources Professionals Association (HRPA) must successfully complete nine courses before registering for the National Knowledge Exam (NKE). These academic course requirements comprise the core human resources competencies:

HRPA Requirements	Georgian Course Equivalencies
Human Resources Management	HURM 1000 Human Resources Management Foundations
Organizational Behaviour	BUSI 1001 Organizational Behaviour
Finance and Accounting	ACCT 1003 Finance and Accounting
Training and Development	HURM 1006 Training and Development
Occupational Health and Safety	HURM 1001 Occupational Health and Safety
Employee and Labour Relations	HURM 1002 Labour Relations
Human Resources Planning	HURM 1005 Human Resources Planning
Compensation	HURM 1004 Compensation
Staffing	HURM 1007 Recruitment and Selection

An average of 70% is required in the above nine courses with no individual course achieving lower than 65%.

As of August 2010 students wishing to obtain their CHRP, will need to further their studies to obtain a university degree. Students should also refer to Degree Required for Future Certification Candidates for more information, see HRPA's website at <http://www.hrpa.org/HRPA/Certification/>

The Canadian Institute of Marketing (CIM)

The Canadian Institute of Marketing is the authorized professional organization representing marketing management in Canada. Providing you have completed the required courses and meet their eligibility requirements, you can acquire the professional designation of Graduate of The Canadian Institute of Marketing (G.C.Inst.M.). For further information, contact the Program Co-ordinator at (705) 728-1968, ext. 1488. In order to be eligible for the CIM designation you must successfully complete the following courses:

CIM Requirements	Georgian Course Equivalents
Marketing: An Introduction	MKTG1000 Introduction to Marketing MKTG1001 Planning the Marketing Strategy
Advertising & Sales Promotion	ADVE1004 Advertising
International Marketing	MKTG2011 International Marketing
Communications	COMM1021 Dynamic Presentations
Marketing Planning	MKTG2000 Writing the Marketing Plan

Marketing Research	MKTG2012 Marketing Management
	MKTG2003 Marketing Research
	MKTG2005 Research Project
Sales Management	MKTG2010 Sales Management
Business Strategy	MGMT3001 Managerial Decision Making

Canadian Professional Sales Association (CPSA)

If you are interested in a career in sales, you can acquire the Canadian Professional Sales designation. You must complete the following:

CPSA Requirements	Georgian Course Equivalent
Communications	COMM1017 Work Environment Communications
	COMM1021 Dynamic Presentations
Marketing	MKTG1000 Introduction to Marketing
	MKTG1001 Planning the Marketing Strategy
Consultative Selling and Relationship Building	MKTG1003 Personal Selling
Options (2 of 4)	
Sales Administration	MKTG2010 Sales Management
Sales & Technology	COMP1003 Microcomputer Applications
Business Acumen (1 of 2)	LAWS2000 Business Law or
	MGMT3001 Managerial Decision Making

Canadian Payroll Association (CPA)

If you are interested in a career in payroll, you can acquire the first level course requirements for the Canadian Payroll Association's certification requirements

Canadian Payroll Association	Georgian Course Equivalent
Payroll Compliance Legislation	BUSI 1007 Legislation and Payroll
Payroll Fundamentals 1	BUSI 1008 Payroll Practices 1
Introduction to Accounting	ACCT 1000 Financial Accounting Principles 1
Payroll Fundamentals 2	BUSI 1009 Payroll Practices 2

The Program Progression:

Fall Intake - Barrie

Sem 1	Sem 2	Work Term 1	Sem 3	Work Term 2	Sem 4
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Fall 2013	Winter 2014	Summer 2014	Fall 2014	Winter 2015	Summer 2015

Work Term 3	Sem 5	Sem 6
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Fall 2015	Winter 2016	Summer 2016

Winter Intake - Barrie

Sem 1	Sem 2	Sem 3	Work Term 1	Sem 4	Work Term 2	Sem 5
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Winter 2014	Summer 2014	Fall 2014	Winter 2015	Summer 2015	Fall 2015	Winter 2016
Sem 6	Work Term 3					
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Summer 2016	Fall 2016					

Articulation:

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgianc.on.ca/academics/articulations/>

Admission Requirements:

You must meet ONE of the following requirements to be eligible for admission to these programs:

Secondary school applicants:

- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U); plus any Grade 11* or 12 College level Mathematics (MBF3C, MAP4C or MCT4C) or 11* or 12 University level Mathematics (MCF3M, MCV4U, MHF4U, MCB4U, MGA4U or MDM4U). (*Minimum of 60% in Grade 11 College or University level Mathematics MBF3C or MCF3M)

Non-Secondary school applicants (19 years or older):

- Any credit Communication course and most credit mathematics courses taken at Georgian College
- College preparatory programs including those taken at Georgian College: Business Foundations*
- Equivalent courses in English and mathematics taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program with communications and business, apprentice or technical mathematics*
- Mature student testing in English and mathematics that meets the minimum standards for admission (available through most testing services)*
- Ontario High School Equivalency Certificate (GED)
- English, Literature or Communication credit courses and most mathematics credit courses from accredited colleges/universities

Home school applicants:

- Applicants can write the mature student testing in English and mathematics that meets the minimum standards for admission (available through testing services)*

* available from Georgian College. For a complete listing please contact the Office of the Registrar.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C achieved in previous coursework; some program exceptions apply (see program outline). For further information please visit the Credit Transfer Centre website: georgiancollege.ca/admissions/credit-transfer/

Additional Information:

In order to broaden the program choices, all General, Accounting, Human Resources, and Marketing students, whether they are in a two-year or a three-year diploma program, will share a common first semester. Students will take five mandatory courses in that semester, and will have a choice of which General Education course they wish to take. The curriculum for this common first semester is as follows:

Code	Course Name
ACCT 1000	Financial Accounting Principles 1
BUSI 1001	Introduction to Organizational Behaviour
MATH 1002	Mathematics of Finance
MKTG 1000	Introduction to Marketing

Plus one each of
Communications course
General Education course

Graduation Requirements:

- 16 Mandatory Courses
- 2 Communications Courses
- 1 Advanced Communications Option
- 12 Optional Courses
- 5 General Education Courses
- 3 Co-op Work Terms

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.

Mandatory Courses

ACCT1000 Financial Accounting Principles 1
BUSI1001 Introduction to Organizational Behaviour
BUSI1011 Professional Business Practices
BUSI2000 Entrepreneurship and Small Business
COMP1003 Microcomputer Applications
ECON1000 Microeconomics
ECON2000 Macroeconomics
FNCE2000 Business Finance
HURM1000 Human Resources Management Foundations
LAWS2000 Business Law
MATH1002 Mathematics of Finance
MGMT2000 Production and Operations Management
MGMT2001 Principles of Management
MGMT3001 Managerial Decision Making
MKTG1000 Introduction to Marketing
STAT2000 Statistics 1

Communications Courses

To be selected at time of registration from the College list, as determined by testing.

Advanced Communications Option

COMM1019 Virtual Communication

COMM1020 Technical Communication
COMM1021 Dynamic Presentations
COMM1022 The Visual World

Optional Courses

ACCT1001 Financial Accounting Principles 2
ACCT1002 Computerized Accounting
ACCT1003 Finance and Accounting
ACCT2000 Cost Accounting 2
ACCT2001 Intermediate Accounting 1
ACCT2002 Intermediate Accounting 2
ACCT2003 Cost Accounting 1
ACCT2004 Dealership Accounting
ACCT2008 Intermediate Accounting 1 (ODE)
ACCT3000 Advanced Financial Accounting
ACCT3002 Advanced Computerized Accounting
ACCT3003 Intermediate Accounting 3
ACCT3004 Accounting Information Systems
ADVE1000 Foundations of Advertising
ADVE1001 Advertising Design
ADVE1002 Business of Advertising
ADVE1003 Copywriting
ADVE1004 Advertising
ADVE1006 Advertising/Sales Promo (ODE)
ADVE2000 Media Management
ADVE2001 Integrated Marketing Communications
ADVE2002 Sales Promotion
ADVE2003 Advertising Research
ADVE2004 Public Relations
ADVE2005 Pitching the Campaign
ADVE2010 International Advertising
AUTO1000 Concepts of the Automotive Industry
AUTO1009 Introduction to Fixed Operations
AUTO2000 DMS: Parts and Service
AUTO2001 Automotive Networks
AUTO2002 Introduction to Canadian Automotive Aftermarket
AUTO2008 Dealership Sales Operations
AUTO2009 Aftermarket Operations
AVIA1001 Aviation Operations
AVIA1003 Airport Management
AVIA3002 Emergency Planning and Security
AVIA3005 International Aviation and Management
BUSI1000 New Business Development

BUSI1002 Consumer Behaviour
 BUSI1006 Introduction to Business (ODE)
 BUSI1007 Legislation and Payroll
 BUSI1008 Payroll Practices 1
 BUSI1009 Payroll Practices 2
 BUSI1011 Professional Business Practices
 BUSI1012 Introduction to Entrepreneurship
 BUSI1013 Entrepreneurship Opportunity Analysis
 BUSI1014 Entrepreneurship (ODE)
 BUSI1015 Building and Maintaining Customer Relations (ODE)
 BUSI1016 Creating a Corporate Service Culture (ODE)
 BUSI1017 Developing Client Service Teams (ODE)
 BUSI2000 Entrepreneurship and Small Business
 BUSI2001 Introduction to E-Commerce
 BUSI2002 Entrepreneurship and Small Business (ODE)
 BUSI2005 Customer Service
 BUSI2011 International Business
 BUSI2012 Introduction to Small Business and Entrepreneurship (ODE)
 BUSI2013 Event Planning
 BUSI2014 Business Planning
 BUSI2015 E-Commerce
 BUSI2016 Small Business Operations
 BUSI3001 Supervision
 BUSI3004 Production Control
 BUSI3006 Investments
 COMP1002 Web and Internet Fundamentals
 COMP1004 Rapid Application Development
 COMP1005 Introduction to Structured Programming
 COMP1006 Introduction to Web Programming
 COMP1008 Introduction to Object Oriented Programming
 COMP1030 Programming Fundamentals
 COMP1033 Data Communications-Networking
 COMP1044 Principles of Data Organization
 COMP1045 Computer Organization and Architecture
 COMP2003 Relational Database
 COMP2004 Systems Design
 COMP2005 Systems Analysis
 COMP2055 Systems Analysis and Design
 COMP2064 Database Fundamentals (ODE)
 COMP2067 Advanced Computer Applications
 COMP2093 Macintosh and Design Basics
 COMP3001 Multimedia Programming
 COMP3002 Advanced Database
 COMP3015 Database Administration

ECON2001	Quantitative Methods
ECON3000	Economic Issues
ENTR1002	Introduction to Entrepreneurship
ENTR1003	Entrepreneurship Opportunity Analysis
ENTR2000	Business Planning
ENTR2001	Pitching the Plan
ENTR2002	Media Strategies for Entrepreneurs
ENTR2003	Small Business Operations
ENTR2007	Intrapreneurship
ENTR2009	Entrepreneurship and Small Business
ENVR2016	Transportation Ecology and Energy Systems
ETHC1001	Ethical Issues in Business (ODE)
ETHC3000	Business Ethics
FNCE2001	Managerial Finance
FNCE2002	Taxation
FNCE2008	Dealership Financial Statements
FNCE2011	Business Finance 2 (ODE)
FNCE2012	Financing a Small Business
FNCE3000	Auditing 1
FNCE3002	Corporate Tax
FNCE3003	Auditing 2
HURM1001	Occupational Health and Safety
HURM1002	Labour Relations
HURM1003	Labour Economics
HURM1004	Compensation
HURM1005	Human Resource Planning
HURM1006	Training and Development
HURM1007	Recruitment and Selection
HURM1010	Human Resources Planning and Development
HURM1011	Recruitment and Selection Techniques (ODE)
HURM1017	Training and Development (ODE)
HURM1018	Industrial Relations (ODE)
HURM1019	Occupational Health and Safety (ODE)
HURM1020	Compensation Management (ODE)
HURM2000	Employment Law
HURM2002	Benefits and Pensions
HURM2003	Human Resources Research and HRIS Applications
HURM2004	Employment Law (ODE)
HURM3000	Current Issues in Human Resources
HURM3001	Performance Management
HURM3002	Retirement Plans
LAWS1009	Automotive Law and Ethics
LAWS2000	Business Law
LAWS2003	Business Law (ODE)

LAWS2031	Business Law 1 (ODE)
LAWS3002	Aviation Law
MATH2003	Statistical Analysis - SPC
MENG3008	Facilities Design
MGMT1000	Retail Management
MGMT1001	Retail Management (ODE)
MGMT2002	Project Management
MGMT2003	Human Resources Management
MGMT2012	Introduction to Project Management
MGMT2013	Human Aspects of Project Management
MGMT2014	Project Initiation and Planning
MGMT2015	Project Management Scheduling Software
MGMT2016	Project Procurement and Contract Management
MGMT2017	Project Risk Control and Quality Management
MGMT2018	Capstone Course in Project Management
MGMT2019	Introduction to Project Management (ODE)
MGMT2020	Project Management Scheduling Software (ODE)
MGMT3001	Managerial Decision Making
MGMT3009	Strategic Planning (ODE)
MKTG1000	Introduction to Marketing
MKTG1001	Planning the Marketing Strategy
MKTG1003	Personal Selling
MKTG1005	Business to Business Marketing
MKTG1011	replaced with MKTG 1012 Fall 2010
MKTG2000	Writing the Marketing Plan
MKTG2001	Marketing on the Web
MKTG2002	Global Marketing
MKTG2003	Marketing Research
MKTG2004	Introduction to Logistics
MKTG2005	Marketing Research Project
MKTG2006	Automotive Selling
MKTG2007	Marketing of Services
MKTG2008	Database and Direct Marketing
MKTG2009	Brand Development and Management
MKTG2010	Sales Management
MKTG2011	International Marketing
MKTG2012	Marketing Management
MKTG2016	Marketing Strategies
MKTG2017	Marketing Analysis
MKTG2019	Marketing on the World Wide Web (ODE)
MKTG2023	Supply Chain Management
MKTG2024	International Logistics
MKTG2026	Global Logistics (ODE)
MKTG2027	E-Business and Supply Chain Management (ODE)

MKTG2028 Applied Marketing Research-ODE
MKTG2029 Sales and Customer Relationship Management
NATV2004 Community Administration
PSYL1000 Managing Interpersonal Relations
REAS1000 Research in the Information Society
REAS2002 Foundations in Canadian Business Research
STAT2001 Statistics 2

General Education Courses
To be selected from College list

Co-op Work Terms
COOP1008 Business Work Term 1
COOP2024 Business General Work Term 2
COOP3000 Business Work Term 3

Course Descriptions:

ACCT1000 Financial Accounting Principles 1 42.0 Hours

This introductory course in financial accounting covers the accounting cycle including preparation of financial statements for service and trading companies operating as single proprietorships. Also included are topics related to accounting for merchandising operations, accounting information systems, cash.

BUSI1001 Introduction to Organizational Behaviour 42.0 Hours

Organizational Behaviour is an introductory course which teaches social science theory as applied to the business world. It provides rich insights about working people in all kinds of organizations and also suggests how people may be motivated to work together more productively.

BUSI1011 Professional Business Practices 42.0 Hours

You will learn how to prepare and present yourself and your work in a professional manner according to business ethics and protocol(s). In addition you will develop skills to manage office politics, social situations, travel and communications. Finally, you will develop an understanding of appropriate cultural and travel protocols for success in international business situations.

BUSI2000 Entrepreneurship and Small Business 42.0 Hours

This course deals with establishing and operating a small business. Emphasis is placed on using business techniques, acquired in previous courses, to assist in developing a comprehensive understanding of the skills and abilities needed to succeed.

BUSI2015 E-Commerce 42.0 Hours

This course provides the tools, skills and understanding of technological concepts and issues surrounding the emergence of and future directions of electronic business practices, with a strong focus on electronic commerce initiatives. The student develops an understanding of the current business models, strategies and opportunities in electronic publishing, communication, distribution, collaboration, and online payment options. The focus is on innovative strategic thinking with respect to the use of these techniques in successful new business ventures.

COMM1019 Virtual Communication 42.0 Hours

Navigating virtual environments requires evolving communication skills. Students investigate virtual communities in terms of privacy and boundaries, and other influences on personal and professional lives. In doing so, they learn to communicate effectively and make informed decisions within the virtual world.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or P- COMM9000 Communications Option or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMM1020 Technical Communication 42.0 Hours

Technical communication skills are required in service, technical, and business environments. Students develop researching, planning, designing, and writing skills to prepare documents. Individually and collaboratively, students learn and apply information structures to produce documents such as descriptions, instructions, and manuals.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMM1021 Dynamic Presentations 42.0 Hours

Students develop the ability to design and deliver audience specific messages using media. Individually and collaboratively, students deliver presentations for use in academic, professional, and social settings. Self and peer critiques provide opportunities for reflection and enhanced presentation skills.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or P- COMM9000 Communications Option or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMM1022 The Visual World 42.0 Hours

The way messages are viewed and disseminated has changed through technological advances. Students develop theoretical and practical communication skills by investigating the power of visual imagery. Students focus on interpreting, analyzing, and critiquing a broad range of visuals in terms of intention and effectiveness.

P- COMM1016 Communication Essentials or P- COMM1000 new COMM model implemented Fall 2012, no longer offering COMM 1000/1001 or P- COMM9000 Communications Option or (P- CPT3 CPT Reading Comprehension and P- CPT4 CPT Sentence Structure)

COMP1003 Microcomputer Applications 42.0 Hours

This course will introduce the student to database, spreadsheet, and presentation software. The student will be provided with a working knowledge of the most common business computer application software. This course will provide the student with hands-on learning and independent study.

COOP1008 Business Work Term 1 560.0 Hours

Co-operative Education is a mandatory component of this diploma at Georgian College and is a requirement for graduation. The student is required to attend and participate in scheduled Co-op classes (CPHR0001) prior to their first Co-op work term. Each student is responsible for obtaining a Co-op work term that is program related with an employer that has been approved by their Co-op Consultant. A debriefing session will be held upon return to school. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

COOP2024 Business General Work Term 2 560.0 Hours

Building on work term one, the student will acquire industry related experience and achieve learning outcomes specific to the Business - General program while developing knowledge and skills relevant to their program of study. The first Co-op credit must be successfully completed prior to the second Co-op work term. A debriefing session will be held upon return to school. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

P- COOP1008 Business Work Term 1

COOP3000 Business Work Term 3 560.0 Hours

The second Co-op credit must be successfully completed prior to the third Co-op work term. Building on work term one and two, the student will continue to acquire knowledge and skills related to their program of study. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

P- COOP2006 Business Work Term 2 or P- COOP2024 Business General Work Term 2 or P- COOP2025 Business Accounting Work Term 2 or P- COOP2026 Business Marketing Work Term 2 or C- COOP2027 Business Human Resources Work Term 2

ECON1000 Microeconomics 42.0 Hours

This course provides an introduction to the principles and methods of economic analysis. The course examines how households and firms make economic decisions. It also analyzes the efficiency of scarce resource allocation under a range of market structures.

ECON2000 Macroeconomics 42.0 Hours

This course is designed to give students an understanding of how the overall economy operates and what economic indicators tell us about its health. The course explores government options for stabilizing the economy, and the impact of international trade. It is highly recommended that students take Microeconomics (ECON 1000 or equivalent) prior to taking this course.

ENTR1002 Introduction to Entrepreneurship 42.0 Hours

This course is designed to help students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students will learn about themselves, their decisions, and their goals to determine how entrepreneurship can play a role in their lives. Students will also be introduced to entrepreneurship from an economic perspective and the concepts of environmentally sustainable practices and social entrepreneurship.

ENTR1003 Entrepreneurship Opportunity Analysis 42.0 Hours

Students will analyze each of the major forces of change that create business opportunities for innovative entrepreneurs: technology, economic, ecological, cultural, demographic, competitive, and governmental. Then, in consultation with the instructor, students will conduct in-depth primary and secondary research utilizing a variety of sources to determine the viability of a specific business start-up opportunity that has been created as a result of one or more of these forces.

ENTR2000 Business Planning 42.0 Hours

This course will utilize the research and developmental work completed in earlier entrepreneurship courses in order to produce a comprehensive business plan – one that is ready for presentation to potential investors. The business plan will include detailed financial projections; a marketing plan; a human resources plan; and an operational plan.

While there are no prerequisites for this course, it is **STRONGLY** recommended that students successfully complete the following courses before enrolling in this course:

- ACCT1000 Financial Accounting Principles 1
- BUSI1013 Entrepreneurship Opportunity Analysis
- MKTG1001 Planning the Marketing Strategy

ENTR2001 Pitching the Plan 42.0 Hours

Entrepreneurs must be able to stand in front of a group of people and overcome nerves to confidently and effectively inform/persuade venture capitalists of their business plan. This course will cover all aspects of the relationship selling process, as well as presentation skills. It will also provide the entrepreneur with practical ways to effectively "pitch" or "sell" their ideas to a variety of audiences, large or small, from potential investors to potential customers.

ENTR2002 Media Strategies for Entrepreneurs 42.0 Hours

Media Strategies for Entrepreneurs focuses on the various elements of the marketing communications process aimed at launching and building a new business. The student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. The role of print, broadcast, direct response, public relations and social media in the marketplace will be analyzed. Strategic selection and negotiation of media opportunities will also be discussed.

ENTR2003 Small Business Operations 42.0 Hours

Developing a business plan, and securing the necessary financing for a new venture start-up, are keys to becoming an entrepreneur. However, it is equally important to understand how to successfully operate that enterprise on a day-to-day basis. This course will concentrate on operational issues, including; recruitment, selection, and training employees; computerized accounting; building and maintaining effective customer relationships; and delivery of the product/service. Students will have hands-on experience with accounting, POS, and CRM software programs.

ENTR2007 Intrapreneurship 42.0 Hours

This course addresses the emerging practice of "corporate entrepreneurship", also called "intrapreneurship", broadly defined as the application of entrepreneurial capabilities to the development of new ventures within an existing firm. In this course, intrapreneurship will be examined from the perspective of corporate strategy and relate intrapreneurship to other organizational functions. The course will examine entrepreneurship for clues to the successful practice of intrapreneurship - how to apply the entrepreneurial mindset and skills within the corporate culture.

ENTR2009 Entrepreneurship and Small Business 42.0 Hours

This course deals with establishing and operating a small business. Emphasis is placed on using business techniques, acquired in previous courses, to assist in developing a comprehensive understanding of the skills and abilities needed to succeed.

FNCE2000 Business Finance 42.0 Hours

This is an introductory course for the financial manager. This course covers terms, techniques, policies, patterns, and problems relating to business finance.

P- ACCT1004 Introduction To Accounting or P- ACC9101 Introduction To Accounting or P- ACCT1000 Financial Accounting Principles 1 or P- ACC2122 Financial Acctg. Principles 1 or P- ACCF1000 Principes de compt financière or P- ACF9101 Introduction A La Comptabilite or P- ACCT1010 Accounting 1 or P- BDE2101 Introductory Accounting or P- ACC2113 Intro Accounting 1 or P- FNCE1001 Understanding Accounting or P- ACCT1003 Finance and Accounting

FNCE2012 Financing a Small Business 42.0 Hours

This course introduces the critical concepts and tools of financial management needed in support of applications for financing the start-up business. Emphasis is placed on

understanding what is required by lenders and investors to support loan applications and improve the chances of securing financing for the new enterprise. This course helps the new owner properly manage the financial concerns of the business with pertinent data to assist in everyday financial decision making.

HURM1000 Human Resources Management Foundations 42.0 Hours

This course provides an understanding of the modern Canadian human resources function. It covers the historical development of human resources management, the influence of government, staffing, employee relations, current trends and future issues. It provides a brief introduction to more specialized areas including compensation, training and development, employment law, industrial relations, occupational health and safety, and human resources planning.

LAWS2000 Business Law 42.0 Hours

This course covers the legal framework within which business takes place. The student learns how to avoid legal problems. Major topics include: the Canadian legal system, torts, contract law, the Sale of Goods Act, consumer protection, and employment law.

MATH1002 Mathematics of Finance 42.0 Hours

This introductory course is designed to develop a student's ability to perform basic mathematic operations and to apply mathematical techniques to a wide range of business problems. The mathematics of compound interest and annuities forms a major component of the course.

MGMT2000 Production and Operations Management 42.0 Hours

This course introduces students to concepts underlying effective operation and control of manufacturing and service businesses. Approaches to production control, inventory policy, facilities planning, methods improvement and technological assessment are studied.

MGMT2001 Principles of Management 42.0 Hours

This course provides you with an introduction to the various philosophies, roles and functions of management. In addition it will cover on going changes in business that have a direct effect on the role of management.

MGMT3001 Managerial Decision Making 42.0 Hours

This course is designed as a business decision simulation which offers students the opportunity to apply the 'tools' they have acquired in previous courses (i.e accounting, finance, marketing, human resource management) to solving real business problems in a competitive environment. Students must perform in an actual organizational environment and as such will better understand the interrelationships of the various functional areas. It is strongly recommended that students have taken a Business Finance and/or advanced accounting course.

MKTG1000 Introduction to Marketing 42.0 Hours

This is an overview course with primary focus on marketing products and services to the ultimate consumer. Emphasis is placed on the basic marketing premise that customer needs must be satisfied in order to achieve company objectives. The student gains insight into the complex and interdependent variables involved in developing successful marketing strategies. The strategic marketing planning process is introduced, along with the specific concepts and principles involved in the four key components of the marketing plan - Product, Price, Distribution, and Promotion Strategies.

STAT2000 Statistics 1 42.0 Hours

This course is designed to develop students' skills in organizing and summarizing information. It also provides an introduction to the techniques of inferential statistics (that is, drawing conclusions about populations on the basis of sample data). Students are expected to have and further develop their skills with spreadsheet software.

Course Description Legend

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

Information contained in College documents respecting programs 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. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.