## BUSINESS FUNDAMENTALS

Program: BSFN
Credential: Ontario College Certificate
Delivery: Full-time
Length: 2 Semesters
Duration: 1 Year
Effective: Fall 2018
Location: Owen Sound

## Description

This program is intended for students who wish to develop the skills and knowledge appropriate for an entry-level position in business. Completion of the program will provide the student with a solid business foundation, while exposure to core business courses will allow students to understand the different areas of business and better choose an area of focus. After successful completion of the program, a student will be eligible to enrol in a number of Georgian's Business diploma programs.

## Career Opportunities

Career opportunities include, but are not limited to, management trainee, sales management, personnel officer 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.

## 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

## The Program Progression

## Fall Intake

- Sem 1: Fall 2018
- Sem 2: Winter 2019


# 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/policiesprocedures/ (http://www.georgiancollege.ca/admissions/policiesprocedures)

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 Transfer Centre website for details:
www.georgiancollege.ca/admissions/credit-transfer/ (http:// www.georgiancollege.ca/admissions/credit-transfer)

## Additional Information

For a Winter start with Automotive Program options or Aviation Program options, please consult the respective Program Coordinator when selecting your courses.

## Graduation Requirements

6 Program Courses
1 Communications Course
4 Program Option 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

| Semester 1 |  | Hours |
| :---: | :---: | :---: |
| Program Courses |  |  |
| ACCT 1000 | Financial Accounting Principles 1 | 42 |
| BUSI 1001 | Introduction to Organizational Behaviour | 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 |
| General Education Course |  |  |
| Select 1 course from the general education list during registration. |  | 42 |
|  | Hours | 252 |
| Semester 2 |  |  |
| Program Courses |  |  |
| COMP 1003 | Microcomputer Applications | 42 |
| HURM 1000 | Human Resources Management Foundations | 42 |
| Program Opt |  |  |


| Select 4 courses from the available list during registration. Contact the program co- <br> ordinator for further details. | 168 |
| :--- | ---: |
| Hours | 252 |
| Total Hours | 504 |

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.

