

Ontario College Certificate (1 year - 2 semesters) (2037)

705.759.6700 : 1.800.461.2260 : www.saultcollege.ca : Sault Ste. Marie, ON, Canada



PROGRAM OVERVIEW

In 8 months obtain a Business Fundamentals Certificate to enter the workforce faster or to discover your unique interest in Business by exploring the possible pathways and subject areas that lead into a 2 and/or 3 year Business program.

Join our well-respected Professors as you explore human resources, accounting, marketing and business principles and concepts toward a greater understanding of the world of business. Students will have access to curriculum that integrates the use of current technologies and innovative software in a look into the real world of business to give you an edge to succeed.

Sault College's unique geographic location, bordering the United States, allows us the opportunity to provide a global perspective to the important study of business. You can rest assured that the Business Fundamentals program will provide you with a unique set of skills that are in increasing demand and highly regarded by the business community. At Sault College, preparing you for a successful career is our business.

PROGRAM OUTCOMES

The graduate has reliably demonstrated the ability to

1. Identify factors that have an impact on an organizations business opportunities.
2. Explain the impact of corporate sustainability*, corporate social responsibility and ethics on an organizations business initiatives.
3. Use current technologies to support an organization's business initiatives.
4. Apply basic research skills to support business decision making.
5. Perform basic accounting procedures and financial calculations to support the operations of an organization.
6. Describe marketing and sales concepts used to support the operations of an organization.
7. Develop strategies for ongoing personal and professional development to enhance work performance.
8. Outline the functional areas of a business and their interrelationships.

ADMISSIONS

MINIMUM ACADEMIC REQUIREMENTS

Ontario Secondary School diploma with Grade 12 English (C) ENG4C and Grade 11 Foundations for College Math (C) MBF3C or mature student status.

CAREER PATHS

Completion of the Business Fundamentals program may help you find a job in several entry-level positions including sales, general administration and customer service. It also serves as a starting point to other

Business program opportunities.

MANDATORY FEES

Domestic		International	
Tuition	Ancillary	Tuition	Ancillary
\$2,648.20	\$885.00	\$14,838.60	\$1,345.00

These fees are for the 2020-2021 academic year (year 1 of study) and are subject to change. Please visit your Student Portal to view your Schedule of Fees.

EDUCATIONAL PATHS

Graduates of the Business Fundamentals program may move into the second year of the Business or Business Accounting program at Sault College.

OTHER INFORMATION

September and January intakes are available for this program. Please contact the Registrar's Office for further information.

For more information contact Program Coordinator John Cavaliere at 705.759.2554 ext 2764 or email john.cavaliere@saultcollege.ca.

PROGRAM OF STUDY

SEMESTER 1

BCA101-4 Introduction to Financial Accounting
BCG101-3 Introduction to Business Concepts
BCH101-3 Introduction to Human Resources
BCM101-3 Introduction to Marketing
BCO101-4 Business Math
BCO118-3 Computer Applications for Business I
CMM115-3 Communications I

SEMESTER 2

BCA209-4 Managerial Accounting
BCM102-3 Marketing 2
BCO105-4 Business Math 2
BCO106-3 Microeconomics
BCO119-3 Computer Applications for Business II
CMM215-3 Business Communication
GEN100-3 Global Citizenship

Course Descriptions

Semester 1

Introduction to Financial Accounting (BCA101) (4 credits)

In this course, students will be introduced to the accounting cycle and the preparation of financial statements. Topics include recording entries, preparing financial statements and accounting for merchandising activities. This course will be essential for further study in financial accounting.

Introduction to Business Concepts (BCG101) (3 credits)

In this course, students will be introduced to business in Canada, focusing on introductory topics for those interested in employment in a business management role. Topics of study will include the relationships between the areas of finance, human resources, marketing, and operations within an organization, business ethics and social responsibility, management concepts and practices, and an exploration of the entrepreneurial spirit.

Introduction to Human Resources (BCH101) (3 credits)

In this course, students will learn how proper recruitment/selection strategies, and training and development methods, maintain an organization's competitive advantage. The integral role of job design and analysis in affecting compensation management and performance appraisal decisions will be examined. Students will investigate a variety of employment and health and safety laws as they relate to managing a diverse workforce. In addition, the fundamental principles of the union-management framework will be explored.

Introduction to Marketing (BCM101) (3 credits)

This course is an informative introduction into marketing. Students will become acquainted with current Canadian marketing concepts, terminology and practices, examine strategies to apply them to contemporary marketing situations, and gain an understanding of how they affect an organization's profitability. Students will also explore consumer and business marketing, product planning, building customer relationships and creating customer value. This course provides a basic understanding of Canadian marketing structures and techniques including defining and segmenting target markets and interpreting market research data.

Business Math (BCO101) (4 credits)

In this course, students will begin with a review of basic arithmetic and algebraic manipulations, continuing with the following topics: ratios and proportions, percentages and the percentage formula, discounts, mark-ups and mark-downs, payroll scenarios, break-even analysis, and simple interest.

Computer Applications for Business I (BCO118) (3 credits)

In this course, students will have exposure to a comprehensive Windows-based financial spreadsheet package to enhance their problem solving abilities. The package used will be Microsoft Excel 2010 for Windows. The student will use this as a tool to prepare various reports and presentations, and applications which can be transferred in work commonly performed in the modern office. Students will gain hands-on experience in learning and understanding the software, as well as creating and developing spreadsheet applications. Students will develop and enhance spreadsheets, charts, data lists, tables, macros and perform what-if analysis.

Communications I (CMM115) (3 credits)

This course is designed to help students develop the skills necessary to communicate effectively in their programs and at the college level. Students will think critically to capture the meaning messages and

respond appropriately; produce coherent, clear paragraphs; and purposively research and responsibly integrate credible sources into their own writing. Emphasis is placed on the writing process, from planning to revising, while providing opportunities to explore various modes of communication.

Semester 2

Managerial Accounting (BCA209) (4 credits)

In this course, students will learn how to effectively use the accounting information that is required by managers to plan, direct, and control the operations of their business organization. Students will gain an understanding of managerial accounting data pertaining to cost systems, cost behaviour, cost-volume-profit relationships, decision-making, and budgeting.

Marketing 2 (BCM102) (3 credits)

This course builds on the foundation of BCM101 Introduction to Marketing. Students will continue to examine current Canadian material on marketing and determine strategies for developing new products and services that are consistent with evolving marketing needs and principles of sustainability. Students will apply their knowledge in producing a marketing plan where they will set marketing objectives, develop a marketing mix, along with developing marketing strategies. Budgetary considerations will be taken into account, and evaluation criteria identified. Students will also contribute to the development of pricing strategies and participate in conducting market research to provide information needed to make marketing decisions. The development of analytical marketing skills will be emphasized through the use of problems and case studies.

Business Math 2 (BCO105) (4 credits)

In this course, students will develop their skills and understanding of business mathematics involving interest calculations, compound interest, annuities, loan financing, bonds and investment decision making.

Microeconomics (BCO106) (3 credits)

In this course, students will discuss small-scale economic phenomena. Students will examine the behaviours of individuals, households, firms, industries, and resource owners. Further, they will review the explanations for such things as prices and output of firms, and the choices of consumers in buying goods and services. Finally, they will examine technological change, costs, competitions and adjustments of markets to new conditions.

Computer Applications for Business II (BCO119) (3 credits)

This course introduces students to Computerized Financial Management applications used by managers, supervisors and employees in the daily operational decision-making process. Students will gain practical hands-on experience recording business transactions in the General Ledger, Receivables, Payables, Payroll, Inventory and Banking modules. Students will also calculate and account for sales taxes.

Business Communication (CMM215) (3 credits)

This course provides employment-related theory and practice in those written and oral reporting skills typical of a modern business or institution. The principles of writing are taught through the writing process.

Global Citizenship (GEN100) (3 credits)

The world we are living in is one in which local, national and international issues are interwoven, and the need for us to understand the impact these issues can have on our lives has never been greater! Using a socio-cultural, political and environmental lens, students will view how the world is changing and how to

become active agents of change from the local to international level. Important issues such as social injustice, poverty, environmental protection, resource scarcity, sustainability, and health will be addressed. Global citizenship is an opportunity to `Be the Change`. This course meets the Civic Life and Social and Cultural Understanding General Education themes.