

Area of Interest: Business

## Business

Ontario College Diploma

Program Code: 0306X01FWO

2 Years

Ottawa Campus

### Our Program

**Turn your business sense into a rewarding career in the private or public sector.**

The Business Ontario College Diploma program provides you with a well-rounded foundation in management, human resources, operations, accounting, finance, marketing, international business, and supply chain management. Gain theoretical and applied knowledge to complete projects that reflect real business responsibilities. Develop essential business skills in communication, information technology, teamwork, problem solving, task management, and customer service.

You have the opportunity to collaborate with industry professionals to analyze and find solutions for real-world business issues. Your knowledge and skills come together as you create a professional business plan that mirrors what could be expected in industry.

This diploma gives you many options after graduation. You might work in business and industry, both domestic and international, including:

- manufacturing
- retail
- medical facilities
- financial sector
- government
- consulting

As this program is general in nature, it is designed to offer a wide choice of career opportunities as well as the option to pursue additional business education. Graduates may choose to specialize in business areas such as human resources, accounting, finance, marketing or supply chain and operations management.

**NOTE:** Students complete Levels 01 and 02 in Year one, followed by a mandatory one-semester break, and then complete Levels 03 and 04 in Year two. See Additional Information for details regarding program progression.

- Are well-organized and can work effectively under tight time constraints.
- Possess strong critical thinking and analytical skills.
- Have strong communication (written, oral, technology) and interpersonal abilities.
- Want to work in or manage existing business.
- Perform well working both independently and collaboratively.
- Enjoy working in an office environment.

### Employment

Graduates of Business programs may work in a broad range of employment settings in all sectors

of business and industry, both domestic and international, including manufacturers, retailers, medical facilities, financial institutions, government offices, consulting firms, and other large and small businesses. As this program is general in nature, it is designed to offer a wide choice of career opportunities and continuing business education options upon graduation.

**Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- Identify and discuss the impact of global issues on an organization`s business opportunities by using an environmental scan.
- Apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization`s business initiatives.
- Use current concepts/systems and technologies to support an organization`s business initiatives.
- Apply basic research skills to support business decision making.
- Support the planning, implementation and monitoring of projects.
- Perform work in compliance with relevant statutes, regulations and business practices.
- Explain the role of the human resource function and its impact on an organization.
- Use accounting and financial principles to support the operations of an organization.
- Describe and apply marketing and sales concepts used to support the operations of an organization.
- Outline principles of supply chain management and operations management.
- Outline and assess the components of a business plan.
- Develop strategies for ongoing personal and professional development to enhance work performance in the business field.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship.

**Program of Study**

Level: 01	Courses	Hours
BUS2301	Business Computer Applications	42.0
ECO2305	Microeconomics	42.0
ENL1813B	Communications I	42.0
MGT2319	Skills for Academic and Business Success	42.0
MGT2328	Introduction to Management Fundamentals	42.0
QUA0002	Business Mathematics	42.0
Level: 02	Courses	Hours
ACC2310	Accounting Concepts I	42.0
BAI2300	Global Business Environment	42.0
ENL1823B	Communications II	42.0

MGT2381	Human Resources Management	42.0
MKT2317	Marketing	42.0
<b>Choose one from equivalencies: Courses</b>		<b>Hours</b>
GED0306	General Education Elective	42.0
<b>Level: 03</b>	<b>Courses</b>	<b>Hours</b>
ACC2313	Accounting Concepts II	42.0
FIN2230	Finance	42.0
MGT2227	Introduction to Project Management	42.0
MGT2320	Material and Operations Management	42.0
MKT0019	Marketing Research	42.0
<b>Choose one from equivalencies: Courses</b>		<b>Hours</b>
GED0306	General Education Elective	42.0
<b>Level: 04</b>	<b>Courses</b>	<b>Hours</b>
BUS2303	Database and Advanced Excel Concepts	42.0
LAW1702	Business Law	42.0
MGT2266	Work Integrated Learning WIL	28.0
MGT2313	Business Planning	56.0
MKT2322	Selling for Success	56.0
<b>Choose one from equivalencies: Courses</b>		<b>Hours</b>
GED0306	General Education Elective	42.0

## Fees for the 2023/2024 Academic Year

Tuition and related ancillary fees for this program can be viewed by using the Tuition and Fees Estimator tool at <https://www.algonquincollege.com/fee-estimator>.

Further information on fees can be found by visiting the Registrar's Office website at <https://www.algonquincollege.com/ro>.

Fees are subject to change.

Additional program related expenses include:

- Books and supplies cost approximately \$1,600 over the duration of the program and can be purchased from our college bookstore online at <https://bookstore.algonquincollege.com/>.

## Admission Requirements for the 2024/2025 Academic Year

### College Eligibility

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR

- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$50 (subject to change) will be charged.

### **Program Eligibility**

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 11 (MBF3C or equivalent).
- Applicants with international transcripts must provide proof of the subject-specific requirements noted above and may be required to provide proof of language proficiency. Domestic applicants with international transcripts must be evaluated through the International Credential Assessment Service of Canada (ICAS) or World Education Services (WES).
- IELTS-International English Language Testing Service-Overall band of 6.0 with a minimum of 5.5 in each band; OR TOEFL-Internet-based (iBT)-overall 80, with the minimum of 20 in each component: Reading: 20; Listening: 20; Speaking: 20; Writing: 20; OR Duolingo English Test (DET) Overall 110, minimum of 110 in Literacy and no score below 95.

Not sure if you meet all of the requirements? Academic Upgrading may be able to help with that: <https://www.algonquincollege.com/access/> .

Should the number of qualified applicants exceed the number of available places, applicants will be selected on the basis of their proficiency in English and mathematics.

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## Application Information

### BUSINESS

#### Program Code 0306X01FWO

Applications to full-time day programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should notify their Guidance Office prior to their online application at <http://www.ontariocolleges.ca/>.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants please visit this link for application process information:  
<https://algonquincollege.force.com/myACint/>.

For further information on the admissions process, contact:

Registrar`s Office  
Algonquin College  
1385 Woodroffe Ave  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Contact: <https://www.algonquincollege.com/ro>

## Additional Information

### GENERAL INFORMATION:

This program is also offered in a compressed format at the Pembroke Campus with an optional paid co-op education work term, and on a full-time and part-time basis through AC Online.

## Contact Information

### Program Coordinator(s)

- Marco Campagna, <mailto:campagnm@algonquincollege.com>, 613-727-4723, ext. 5960

## Course Descriptions

### ACC2310 Accounting Concepts I

Students are provided with the basics of financial accounting whether they are interested in becoming a practitioner or are looking to broaden their knowledge of how to properly interpret financial information. Emphasis is on what accounting information is, understanding the accounting cycle, recording transactions, and the preparation and analysis of financial statements. Students who are taking this course as part of the Business Administration Ontario College Advanced Diploma program need a minimum grade of C in this course in order to choose Accounting as a major.

Prerequisite(s): none  
Corerequisite(s):none

### ACC2313 Accounting Concepts II

Students are introduced to and explore the background, goals and methods of managerial accounting and its role in business planning, control and decision-making. Key workplace skills

involve the ability to plan direct control and to evaluate and extrapolate key accounting data. Topics covered include product costing, cost behaviour, cost-volume-profit analysis, profit planning, differential analysis and budgeting. Curriculum is delivered in lecture and hands-on problem-solving formats.

Prerequisite(s): ACC2201 or ACC2310

Corerequisite(s):none

### **BAI2300 Global Business Environment**

As the global economy continues to change rapidly, and as the number of international trade agreements grows, trade barriers come down and Canadian companies and entrepreneurs must have a clear understanding of the effects of globalization and ensuing opportunities. The forces defining the international economy are examined and the skills that global business professionals require in order to succeed today internationally are introduced. Students learn the major components of international trade of products and services, including marketing, market entry strategies, supply chain management, trade finance, legal aspects of international business and international management. The subject of foreign direct investment is also introduced.

Prerequisite(s): none

Corerequisite(s):none

### **BUS2301 Business Computer Applications**

The knowledge gained in this course provides students with a solid foundation for future learning in other studies, and in business. Students learn a variety of tasks in Windows file management. Students also learn tasks and produce assignments in Microsoft Office for PC. Web-based software running computer-based simulations and assessments are used to support and enrich the learning experience. It is strongly recommended that students use a PC. Mac students may be required to install and learn additional software to successfully complete the course.

Prerequisite(s): none

Corerequisite(s):none

### **BUS2303 Database and Advanced Excel Concepts**

Databases and data analysis are pervasive in today's work environments. Students study advanced Excel topics, including pivot tables, filters, tables, what-if analysis tools, data validation and error checking and preparing Excel data for use in databases. Students also learn how to design and use a database using Microsoft Access, and import data from Excel. Emphasis is on extracting information from Access databases by creating and using queries. A combination of lectures, practical demonstrations, in-class and out of class assignments and review simulations contribute to the students' learning experience. Mac students, please note that Microsoft Access will not run on a Mac without additional software.

Prerequisite(s): DAT5758 or BUS2301

Corerequisite(s):none

### **ECO2305 Microeconomics**

Knowledge of contemporary microeconomics issues is essential to understanding the world we live in. Students examine fundamental microeconomic principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Students examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures, as well as evaluate the effects of government intervention in the economic marketplace.

Prerequisite(s): none

Corerequisite(s):none

### **ENL1813B Communications I**

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students develop stronger grammar and

business-writing skills to become effective business communicators. Through a combination of lectures, exercises, and independent learning, students practise writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Students develop and strengthen communication skills that contribute to success in both educational and workplace environments.

Prerequisite(s): none  
Corerequisite(s):none

### **ENL1823B Communications II**

Students continue to expand their practical writing and speaking skills for successful communication in business. Using real-life scenarios and research skills, they produce informal reports and proposals, deliver presentations to a live audience supported by technology, and create a job-search package. Students create professional documents, such as information reports, progress reports, justification/recommendation reports, summary reports, and minutes of meetings to develop up-to-date writing skills. The job search package includes employment-readiness skills, resumes, persuasive cover letters, and interview techniques. In all written work, students continue to develop and enhance their grammar skills to meet professional, workplace standards.

Prerequisite(s): ENL1813B  
Corerequisite(s):none

### **FIN2230 Finance**

Understanding the fundamentals of financial management is necessary for strong financial decision-making. Students develop an understanding of the goals of financial management, financial analysis and planning, financial forecasting, working capital management, capital budgeting concepts including present value and cashflow analysis. Build on your knowledge of basic accounting and economics concepts through a combination of in class lectures, practical exercises and use of computer assisted tools.

Prerequisite(s): ACC2201 and BUS2301 or ACC2310 and BUS2301 or ACC1100 and ACC1211 and BUS2301  
Corerequisite(s):none

### **GED0306 General Education Elective**

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Prerequisite(s): none  
Corerequisite(s):none

### **GED0306 General Education Elective**

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Prerequisite(s): none  
Corerequisite(s):none

### **GED0306 General Education Elective**

Students choose one course, from a group of general education electives, which meets one of the following five theme requirements: Arts in Society, Civic Life, Social and Cultural Understanding, Personal Understanding, and Science and Technology.

Prerequisite(s): none  
Corerequisite(s):none

**LAW1702 Business Law**

Students are prepared for a business environment increasingly affected by laws. They learn how laws must be understood and applied by management in the conduct of business. They also learn how to analyze a business situation from a general legal perspective. Emphasis is placed on methods of dispute resolution, contracts, torts, employment law, methods of carrying on business, creditors' rights, sale of goods and marketing law.

Prerequisite(s): none  
Corerequisite(s):none

**MGT2227 Introduction to Project Management**

Managers must know how to successfully plan and execute projects on time and within budget. Students learn the basic concepts of project management based on the best practices in this field. The tools and techniques include learning to identify project priorities, assigning and managing resources, budgeting, tracking progress and communicating with stakeholders. Hands-on practice is provided using project scheduling software as a means to understand the work breakdown structure, critical-path activities and resource loading. Case studies are used in order to demonstrate the practical application of each concept to the planning and completion of project activities.

Prerequisite(s): none  
Corerequisite(s):none

**MGT2266 Work Integrated Learning WIL**

Networking with industry professionals can be a valuable strategy to develop personal and professional goals. Students prepare for and engage with industry professionals to enhance their opportunities and performance in the business field. Through collaboration with industry partners, students analyze real-world business issues to develop solutions.

Prerequisite(s): none  
Corerequisite(s):none

**MGT2313 Business Planning**

Students integrate and apply business principles and functions through the development of a business plan. With the practical application of working in teams, students develop tangible skills for the workplace.

Prerequisite(s): ACC2310 and FIN2305 and MGT2381 and MKT2317 or FIN2230 and MGT2381 and MKT2317  
Corerequisite(s):none

**MGT2319 Skills for Academic and Business Success**

Business and higher education have evolved and so have the skills necessary to succeed in these new and dynamic environments. Students explore the strategies, tools, and theories needed to thrive throughout their college career and chosen professions. Reflections, workshops, mini-lectures, and learning activities support the holistic development of each student. A focus is placed on establishing effective habits as a team member and developing self-awareness.

Prerequisite(s): none  
Corerequisite(s):none

**MGT2320 Material and Operations Management**

Operations managers make tactical decisions in support of carrying out the vision and strategies for businesses in the supply chain and/or in service production. Students are introduced to the responsibilities and current tools of operations and supply chain managers in manufacturing and non-manufacturing organizations. Topics include quality management, layout management, location, inventory management, MRP and ERP, and JIT/Lean.



Prerequisite(s): none  
Corerequisite(s):none

### **MGT2328 Introduction to Management Fundamentals**

Management principles, including planning, leading, organizing, and controlling in today's organization within the context of ethics, corporate social responsibility and sustainability are explored. The role of the manager and the skills and techniques required to achieve organizational outcomes through the management of people, money and time are also examined.

Prerequisite(s): none  
Corerequisite(s):none

### **MGT2381 Human Resources Management**

Human capital is a critical organizational resource contributing to the organizational strategy and operational success through progressive human resources management. Students are introduced to human resources management areas of practice including the role of human resources management within the organizational strategic context, human resources planning, employee recruitment and selection, training and development, compensation and benefits, and employee and labour relations. Furthermore, students are introduced to occupational health and safety, international human resources management, organizational behaviour, and relevant legislation.

Prerequisite(s): none  
Corerequisite(s):none

### **MKT0019 Marketing Research**

Students apply the theory of sound marketing research to understand its importance in the managerial decision-making process in today's competitive marketplace. They apply current techniques to collect, record and analyze data relating to relevant business marketing challenges. Students work individually and in teams to develop and execute a research study for a product, service or an industry client. This study involves a hands-on approach to specific delineation of problems, design of a research proposal along with collection of secondary and primary data. Various research techniques are used to develop and interpret the research results. Students present their study's findings and the results for management action.

Prerequisite(s): MKT0018 or MKT2317  
Corerequisite(s):none

### **MKT2317 Marketing**

Students are provided an overview of the marketing functions used in an organization, which serves to support them in their chosen business career. Students learn the strategic market planning process in both the business-to-consumer and business-to-business market areas. Elements of their learning include environmental scanning, the ability to identify and segment markets, understanding buyer behaviours and the importance of marketing research. This results in the understanding of a coordinated marketing program (product, price, promotion and distribution channels). The relationship marketing has with other business functions and environments in which organizations' marketing professionals operate is also examined. These concepts are viewed within the context of traditional and e-business consumer and business markets.

Prerequisite(s): none  
Corerequisite(s):none

### **MKT2322 Selling for Success**

Students develop the selling skills they require during a business career. Major topics studied include the importance of the selling function to all types of organizations, ethical issues in selling and steps in the selling process. Students become familiar with the Canadian Competition Act, and the laws protecting consumers. Students also learn how to develop enduring customer relationships and the important role of customer service in relationship building. Focus is on the

student preparing and delivering a sales presentation and written proposal.

Prerequisite(s): MKT2317

Corerequisite(s):none

**QUA0002 Business Mathematics**

Students review basic arithmetic and algebra, as well as mathematic tools and concepts required for solving problems found in a business environment. Problem-solving areas include cost-volume-profit analysis, linear functions and systems of equations, index numbers, markup and markdowns, terms of invoicing and business finance.

Prerequisite(s): none

Corerequisite(s):none