

# BUSINESS

In partnership with:



SAULT  
COLLEGE

**CREDENTIAL:** Ontario College Diploma

**PROGRAM LENGTH:** 2 years

**START DATE:** Fall 2018- FullTime Status with Blended Delivery Schedule *(may include evenings and/or weekends)*

## PROGRAM OVERVIEW:

Sault College's Business program has ranked higher than the provincial program average in student satisfaction over the past two years, making it an excellent investment in your future career. In 2014, the program received 100% satisfaction from graduates.

The Business diploma program specializes in providing you with the best education possible in the competitive world of business. Well-respected instructors, guest speakers, and curriculum integrate the use of current technologies and innovative software in a simulation of the real world of business, giving you the edge, you need to succeed; the Business diploma program will provide you with a unique set of skills that are in increasing demand and highly regarded by the business community.

## EDUCATION PATHWAY

Graduates may gain employment in a number of varied positions in the service, public and retail sector of the economy, or pursue their own businesses; employment in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

Graduates may seek to pursue further study at universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor Degree in Business or Accounting.

## ADMISSION REQUIREMENTS

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

## PROGRAM OUTCOMES

A graduate of the Business Program will reliably demonstrate the ability to:

1. identify and discuss the impact of global issues on an organizations business opportunity by using an environmental scan;
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organizations business initiative;
3. use current concepts/systems and technologies to support an organization's business initiatives;
4. apply basic research skills to support business decision making;
5. support the planning, implementation and monitoring of projects;
6. perform work in compliance with relevant statutes, regulations and business practices;
7. explain the role of the human resource function and its impact on an organization;
8. use accounting and financial principles to support the operations of an organization;
9. describe and apply marketing and sales concepts used to support the operations of an organization;
10. outline principles of supply chain management and operations management;
11. outline and assess the components of a business plan; and,
12. develop strategies for ongoing personal and professional development to enhance work performance in the business field.

Reference Ministry of Training, Colleges and Universities, Business Program Standards (MTCU 50200, December 2012)

**TUITION FEES:**

Semester 1 - \$ 1930.90 based on 2017 Fall  
 Semester 2 - \$1802.90 based on 2018 Winter  
 Semester 3 TBD  
 Semester 4 TBD  
 Does not include book and supplies

**PROGRAM OF STUDY:****Semester 1****BCA101 - 4 Introduction to Financial Accounting**

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

**BCG101 - 3 Introduction to Business Concepts**

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.

**BCH101 - 3 Introduction to Human Resources**

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

**BCM101 - 3 Introduction to Marketing**

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

**BCO101 - 4 Business Math**

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

**BCO103 - 3 Computer Applications for Business I**

Students in this course will gain practical hands-on experience using email, word processing, presentation, and accounting

software. The Microsoft Office suite is the most prevalent used by business today and components of the Office package will be utilized in this course. Sage 50 accounting software is widely used across Canada by many small and medium sized businesses and will be the accounting software of choice. Students will record business transactions in the General Journal, Accounts Payables, Accounts Receivables, and Inventory modules. Students will also calculate and account for sales taxes.

**CMM115 - 3 Communications I**

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****BCA102 - 4 Financial Accounting 2**

In this course, students will examine, in more depth, selected assets and liabilities found on the balance sheet as well as learn to account for equity transactions involving partnerships and corporations. Assets examined include cash, accounts receivable, notes receivable, investments, plant, property, and equipment and intangibles. Liabilities studied will include short and long-term bonds, notes payable, warranty liabilities and income tax liabilities

**BCM102 - 3 Marketing 2**

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

**BCO105 - 4 Business Math 2**

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

**BCO106 - 3 Microeconomics**

In this course, students will discuss small-scale economic phenomena. Students will examine the behaviors 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



**CMM215 - 3 Business Communication**

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

**GEN100 - 3 Global Citizenship**

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

**Semester 3****BCA209 - 4 Managerial Accounting**

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 behavior, cost-volume-profit relationships, decision-making, and budgeting

**BCG205 - 4 Operations Management****BCH102 - 3 Organizational Behaviour****BCM203 - 3 Professional Selling****BCO207 - 3 Macroeconomics****BUS228 - 3 Small Business Management**

This course introduces the student to the study of contemporary management skills required to manage small businesses. Students will examine the role of management, identify effective management, and explore techniques aimed at improving management skills in an ever-changing business environment

**Semester 4****BCG203 - 3 Entrepreneurship****BCG204 - 3 Business Law****BCG206 - 3 Corporate Social Responsibility****BCG207 - 4 Business Simulation**

Students will utilize the knowledge relating to business activities gained through the curriculum. Students will apply their business knowledge in a simulated business environment to test their ability as a business owner/manager

**BCG307 - 3 Project Management****BCO208 - 4 Statistics****SSC102 - 3 Introduction to Aboriginal Peoples of Canada**

Upon enrolling into Kenjegin Teg for Post Secondary Programming, students will be required to complete one of the following options below (please choose either option A or B):

**Option A****Total hours: 56**

- OJI 100 – Introduction to Ojibwe
- OJI 200 – Intermediate Ojibwe

Or

**Option B****IPS 140 Mino-Bmaadziwin (Culture Camp)**

This course will introduce students to the concepts of Mino Bimaadziwin (Good Life). Students will explore and demonstrate their understanding through presentation or oral and written works the strong prescriptions for the way of a good life and how we as humans should behave toward our relations. This relationship is based on the view that all life is related, students will discuss Indigenous Creation beliefs and how these beliefs underpin physical and spiritual realities  
\*Only one session below is required to be completed, please choose which session.

**Total hours: 84**

- Mino – Bmaadziwin Fall session – October 9-12, 2018; additional weekend classes November 3rd, 4th and 5th and November 30th, December 1st and December 2nd; final peer presentation date in December TBC; (overnight camping not required)
- Mino – Bmaadziwin Spring session – May 21-24, 2019 – overnight inclusive camping, location to be determined, final peer presentation May 24th, 2019

**Business Diploma program**  
September – December 2018  
Semester 1 – Fall

**Year 1 of 2 – Tentative schedule only, subject to change – please check in with a Student Support Counsellor for more information**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>5:00pm-8:00pm</b> BCO 101-4 Business Math	<b>9:00am – 12:00pm</b> BCA 101-3 Introduction for Financial Accounting  <b>1:00pm-4:00pm</b> BCH 101-3 Introduction to Human Resources	<b>1:00pm- 4:00pm</b> BCM 101-3 Introduction to Marketing  <b>5:00pm- 8:00pm</b> CMM 115-3 Communications I	<b>2:00pm- 4:00pm</b> OJI100 Introduction to Ojibwe  <b>5:00pm-8:00pm</b> BCG 101-3 Introduction to Business Concepts	<b>9:00am- 12:00pm</b> BCO 103-3 Computer Applications for Business 1