

Area of Interest: Business

Business (Co-op and Non Co-op Version)

Ontario College Diploma

42 Weeks

Pembroke Campus

Academic Year: 2022/2023

Program Code: 0306X10FPM

Our Program

Develop valuable business skills, get the big picture and learn to think like a leader.

The two-year Business Ontario College Diploma program, delivered in a compressed format over 42 weeks, provides you with a well-rounded education in multiple areas of business - from finance, accounting and marketing, to operations management and human resources.

Using a combination of theoretical and hands-on learning, you develop essential business skills, such as:

- persuasive presentation and communication skills
- standards of excellent customer service
- advanced business computer applications

Complete projects that reflect real business responsibilities, including participating in a mock tradeshow and completing a professional business plan.

Students also have the option to gain real-world experience through a paid co-operative education (co-op) work term (see Additional Information for more details). Please note that places in the co-op work term are subject to availability and academic eligibility. Please note admission to the co-op program does not guarantee a co-op placement.

This flexible diploma gives you many options after graduation. Graduates may find work in a broad range of employment settings in all sectors of business and industry, both domestic and international, including:

- financial institutions and insurance
- government offices
- retailers
- manufacturers and non-profits
- medical facilities

Graduates may be employed as:

- entrepreneurs
- marketing assistants
- accounting support personnel
- management trainees
- sales managers

You may also choose to specialize your education after graduating, taking advantage of several articulation agreements that allow you to progress to advanced diplomas and degrees.

SUCCESS FACTORS

This program is well-suited for students who:

- Are well-organized and can work effectively under tight time constraints.
- Want to start a small business or use their entrepreneurial spirit to manage an existing business.
- Are team-oriented and enjoy working with others.
- Like using computer and technology applications and 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 the widest possible choice of career opportunities 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
ACC7301	Accounting I	42.0
DAT7321	Computer Applications	42.0

ECO7200	Economics	42.0
ENL7777	Communications I	42.0
GEP1001	Cooperative Education Readiness	18.0
MGT7318	Skills for Academic and Business Success	28.0
MGT7326	Introduction to Management Fundamentals	42.0
PSY7603	Introduction to Psychology	42.0
QUA7211	Business Math	42.0
Level: 02	Courses	Hours
ACC7313	Accounting Concepts II	42.0
BAI7300	Global Business Environment	42.0
DAT7325	Computer Applications II	42.0
ENL7693	Communication Skills for Business	42.0
MGT7231	Introduction to Project Management	42.0
MKT7019	Marketing Research	42.0
MKT7311	Marketing	42.0
Choose one from equivalencies:	Courses	Hours
GED1306	General Education Elective	42.0
Co-op: 01	Courses	Hours
WKT7102	Cooperative Education Work Term	
Level: 03	Courses	Hours
FIN7230	Finance	42.0
LAW7703	Business Law	42.0
MGT7226	Work Integrated Learning	14.0
MGT7321	Materials and Operations Management	42.0
MGT7332	Business Planning	56.0
MGT7335	Professional Sales	56.0
MGT7380	Human Resources Management	42.0
Choose one from equivalencies:	Courses	Hours
GED1306	General Education Elective	42.0

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:

Supplies, books and other program incidentals can be purchased at the campus bookstore.

Admission Requirements for the 2023/2024 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.

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.

Admission Requirements for 2022/2023 Academic Year

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Application Information

BUSINESS (CO-OP AND NON CO-OP VERSION) **Program Code 0306X10FPM**

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 and Winter Term 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 applying from out-of-country can obtain the International Student Application Form at <https://algonquincollege.force.com/myACint/> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office
Algonquin College in the Ottawa Valley
1 College Way
Pembroke, ON K8A0C8
Local: 613-735-4700
Toll-free 1-800-565-4723
TTY: 1-866-620-3845
Fax: 613-735-4739
<https://algonquincollege.com/pembroke>

Additional Information

All applicants apply directly to the co-op version of this program through <http://www.ontariocolleges.ca/> or our International Application Portal. Applicants not wishing to pursue the co-op version will have the opportunity to opt-out after being admitted to the program but prior to the first co-op work term.

Co-operative education (Co-op) allows students to integrate their classroom learning with a real-world experience through paid work terms. Two academic terms prior to the cooperative education work term, students are required to actively participate in and successfully complete the self-directed co-op course, readiness activities and workshops.

Students must actively conduct a guided, self-directed job search and are responsible for securing approved program-related paid co-op employment. Students compete for co-op positions alongside students from Algonquin College and other Canadian and international colleges and universities. Algonquin College's Co-op Department provides assistance in developing co-op job opportunities and guides the overall process, but does not guarantee that a student will obtain employment in a co-op work term. Co-op students may be required to

relocate to take part in the co-op employment opportunities available in their industry and must cover all associated expenses; e.g., travel, work permits, visa applications, accommodation and all other incurred expenses.

Co-op work terms are typically 14 weeks in duration and are completed during a term when students are not taking courses. For more information on your program's co-op level(s), visit the courses tab on your program's webpage.

International students enrolled in a co-op program are required by Immigration, Refugees and Citizenship Canada (IRCC) to have a valid Co-op/Internship Work Permit prior to commencing their work term. Without this document International students are not legally eligible to engage in work in Canada that is part of an academic program. The Co-op/Internship Work Permit does not authorize international students to work outside the requirements of their academic program.

For more information on co-op programs, the co-op work/study schedule, as well as general and program-specific co-op eligibility criteria, please visit <http://www.algonquincollege.com/coop>

Algonquin College's Pembroke Campus has successfully delivered the Business diploma for many years. Students have an option of participating in a 420-hour co-op to gain some real-world work experience. The delivery of the diploma is in a condensed form in a wireless laptop environment, and students graduate after 16 months, of which four are designated for the co-op experience. According to employers this gives Business students a strong competitive advantage after graduating.

This Full-time program is also offered at the Ottawa Campus online. While the learning outcomes at the Pembroke and Ottawa Campuses are the same, the curriculum order and subject delivery are reflective of the local circumstances which affect program delivery.

Contact Information

Program Coordinator(s)

- Kim Drake, <mailto:drakek@algonquincollege.com> , 613-735-4700, ext. 2769

Course Descriptions

ACC7301 Accounting I

An introduction to financial accounting is provided. Students study accounting information, understanding the accounting cycle, recording transactions, and the preparation and analysis of financial statements.

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

ACC7313 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): none
Corerequisite(s):none

BAI7300 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

DAT7321 Computer Applications

Students perform simple operating system commands and produce a variety of business documents using operating systems, word processing, spreadsheet and presentation software. Email, the internet and a learning management system are used to facilitate student learning.

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

DAT7325 Computer Applications II

Students acquire the knowledge and practical experience necessary to manage data using a relational database management system, as well as advanced use of spreadsheets.

Prerequisite(s): DAT7321
Corerequisite(s):none

ECO7200 Economics

Students are introduced to the principles that are essential to an understanding of contemporary economic issues. Emphasis is placed on the use of economic theory to analyze economic developments accurately and objectively. Students examine both micro and macroeconomic issues, the economic problems that society faces and the policy alternatives that governments may use to deal with these problems. The impact of economics on student's civic, working and personal lives is explored.

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

ENL7693 Communication Skills for Business

Students develop business communication skills. Topics include business writing style, workplace and employment correspondence, reports, presentations and other communication skills expected in today's workplace.

Prerequisite(s): ENL7777
Corerequisite(s):none

ENL7777 Communications I

Communication remains an essential skill sought by employers, regardless of discipline or field of study. Using a practical, vocation-oriented approach, students focus on meeting the requirements of effective communication. 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

FIN7230 Finance

Understanding the fundamentals of financial management is necessary for strong financial decision making. Students will build on their knowledge of basic accounting through a combination of in-class lectures, practical exercises and use of spreadsheets. 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.

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

GED1306 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

GED1306 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

GEP1001 Cooperative Education Readiness

Students are guided through a series of activities that prepare them to conduct a professional job search and succeed in the workplace. Through a detailed orientation students learn the cooperative education program policies and procedures related to searching and securing a work term opportunity. Students identify their strengths and transferable skills and participate in workshop-style sessions that focus on cover letter and resume development, interview techniques and job search strategies. Students learn how to navigate a web-based resource centre, which is used to post employment and cooperative education job opportunities. Students reflect on workplace success, ethics and responsibilities.

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

LAW7703 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

MGT7226 Work Integrated Learning

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

MGT7231 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

MGT7318 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

MGT7321 Materials and Operations Management

Topics in operations management are examined. Students gain an in-depth knowledge of the responsibilities and current tools of operations and project management. Coverage includes inventory management, quality management, production planning and demand forecasting.

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

MGT7326 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

MGT7332 Business Planning

Learning is culminated through the development of a comprehensive business plan. In preparing a business plan, students apply business concepts and tools, including entrepreneurship, finance, marketing, management, accounting, communications, globalization and business law. Students will use project management skills to perform weekly work on building their own unique plan.

Prerequisite(s): ACC7301 and FIN7230 and MGT7380 and MKT7311
Corerequisite(s):none

MGT7335 Professional Sales

Students learn the skills required to be successful in today's highly competitive business sales and commerce environment. They acquire excellence in retail sales and customer service strategies and processes. They also gain an understanding of customer relations and personal selling, new sales technologies and professionalism in the sale of goods, services and ideas.

Prerequisite(s): MKT7311
Corerequisite(s):none

MGT7380 Human Resources Management

Human capital is a critical organizational resource contributing to organizational agility, goal attainment and ultimate viability through progressive human resources management. Students are introduced to human resources management specializations, including the role of human resources within organizational and strategic contexts, human resources planning, employee recruitment and selection, training and development, performance assessment, compensation and benefits, employee relations and labour relations. Furthermore, students are introduced to occupational health and safety, international human resources and relevant legislative framework.

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

MKT7019 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 or MKT7311
Corerequisite(s):none

MKT7311 Marketing

Students acquire an understanding of what marketing is, what marketing professionals do, the four "Ps" of marketing (product, price, place, promotion), buyer concerns, needs and motives, product/service selling features, strategic planning, competitive and environmental analysis, marketing strategy. Students also engage in a course teamwork project.

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

PSY7603 Introduction to Psychology

A key component to police-community relations is possessing foundational knowledge around psychology. Students apply basic psychological concepts, including scientific methods, biological bases of behaviour, perception, states of consciousness, learning, motivation and theories of personality in relation to specific situations. Emphasis is on the causes and consequences of human behaviour, both normal and abnormal behaviour.

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

QUA7211 Business Math

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

WKT7102 Cooperative Education Work Term

For students who qualify academically and who choose to participate, there is the opportunity to enhance their diploma with an officially recognized co-op designation. This designation is achieved by successfully completing a paid co-op educational employment experience where students have the chance to gain valuable work experience, network and make contacts in the industry and assess their skills and weaknesses in a real-world work environment.

Prerequisite(s): none

Corerequisite(s):none