

Ontario College Diploma (2 Years - 4 Semesters) (2035)

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



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 our grads.

Our Business program specializes in providing you with the best education possible in the competitive world of business. 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. Our 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. You can rest assured that the Business 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.

If you are a Canadian citizen or permanent resident and currently unemployed, you may qualify for second career funding for this program! To learn more about your options and how to get started, contact us at studentrecruitment@saultcollege.ca.

NEW for 2016 - Collaborative learning using a common curriculum across a shared platform between all six northern Ontariocolleges!

When enrolled in our (2035)business program, you will use curriculum developed jointly by faculty and deans of six northern colleges that meets the Ministry of Training, Colleges and Universities guidelines. Unless you are starting the program in January, your first year of classes will all be in a traditional classroom setting. In the second year and further, you may have some of your classes along with a number of students from other Colleges, brought together by a learning management system and web-based conferencing. The Professor in these classes may be from your home college or may be from one of the other colleges assigned to teach that course.

Collaborative programming provides a common curriculum and a single course outline for each course in this program at all six northern colleges. You will learn the same material no matter which of the six colleges you are attending. The curriculum can be delivered across a shared platform using the full breadth of faculty resources from all the northern colleges. Course delivery combines and includes students who have scheduled lessons in the same classroom as the professor, students in a classroom remote from the professor and/or studying from a location away from any classroom, but with connection to the internet. All students will have the ability to participate in class. Sessions will also be recorded for later review.

Continue with your application the same as for any program at www.ontariocolleges.ca

Commonly Asked Questions:

Does this change where I graduate from or the credential?

No, as part of collaborative programming you will graduate and receive the certificate, diploma or advanced diploma from the college in which you are registered.

What are the benefits?

As a student you have access to a larger number of faculty for specialized courses, class sizes will promote better and more diverse discussion and you will use communication tools that are common in today's business environment.

Will I need training?

There is no additional training required as all classes currently use a learning management system. Although the technology is very intuitive, each student will receive complete information on how to use it and there will be ongoing support available.

PROGRAM OUTCOMES

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

1. identify and discuss the impact of global issues on an organization's business opportunities by using an environmental scan.
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization's business initiatives.
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.
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)

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

Our Graduates gain employment in a number of varied positions in the service, public and retail sector of the economy. A number of our graduates pursue their own businesses. Recent graduates are employed in: Marketing, Banking, Sales, Real Estate/Appraisal, Finance, Insurance, Customer Service, Accounting, Purchasing, and Management.

EDUCATIONAL PATHS

Graduates of the Business, Business Management or Business – Accounting programs may seek to pursue further study at local universities including Algoma University and Lake Superior State University (Sault Ste. Marie, Michigan) to obtain a Bachelor Degree in Business or Accounting. Please contact Algoma University or Lake Superior State University for more information on transfer and entrance requirements for each post-secondary institution. For opportunities for further study at other Canadian post-secondary institutions, please contact the College or University of your choice.

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
BCO103-3 Computer Applications for Business
CMM115-3 Communications I

SEMESTER 2

BCA102-4 Financial Accounting 2
BCM102-3 Marketing 2
BCO105-4 Business Math 2
BCO106-3 Microeconomics
BCO107-3 Spreadsheet Management
CMM215-3 Business Communication
GEN100-3 Global Citizenship

SEMESTER 3

BCA209-4 Managerial Accounting
BCG205-4 Operations Management
BCM203-3 Professional Selling
BCO207-3 Macroeconomics
BUS228-3 Small Business Management
BCH102-3 Organizational Behaviour

SEMESTER 4

BCG203-3 Entrepreneurship
BCG204-3 Business Law
BCG206-3 Corporate Social Responsibility
BCG207-4 Business Simulation
BCG307-3 Project Management
BCO208-4 Statistics

Select one of the following:

GAS101: Rituals, Idols and Controversies in Sports

GAS103: What in the World is Going On?

GAS109: Music and Pop Culture

GAS116: Your Two Cents

GEN110: Student Selected General Education

HDG122: Personal and Academic Success Strategies

SSC102: Introduction to Aboriginal Peoples of Canada

Note: *Students must choose one of the identified Student Selected General Education Courses

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 (BCO103) (3 credits)

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.

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

Financial Accounting 2 (BCA102) (4 credits)

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.

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.

Spreadsheet Management (BCO107) (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 2013 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.

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.

Semester 3

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.

Operations Management (BCG205) (4 credits)

Professional Selling (BCM203) (3 credits)

Macroeconomics (BCO207) (3 credits)

Small Business Management (BUS228) (3 credits)

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.

Organizational Behaviour (BCH102) (3 credits)

Semester 4

Entrepreneurship (BCG203) (3 credits)

Business Law (BCG204) (3 credits)

Corporate Social Responsibility (BCG206) (3 credits)

Business Simulation (BCG207) (4 credits)

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.

Project Management (BCG307) (3 credits)

Statistics (BCO208) (4 credits)

Rituals, Idols and Controversies in Sports (GAS101) (3 credits)

This course gives students the opportunity to examine the many rituals, idols, and controversies surrounding the world of sports. Students will debate, discuss, and present a variety of popular topics in sports such as athlete salaries, performance-enhancing drugs and athlete product endorsement. This course will explore the impact these issues have on social and cultural aspects of human behaviour.

What in the World is Going On? (GAS103) (3 credits)

This course will give you the opportunity to build a strong awareness of current global issues. You will explore various media such as radio, TV, Internet, newspaper, and magazines. Through discussions, debates, and presentations, students will focus on the main international headlines. Students will discover and develop a view of and understanding of the impact of events related to music, entertainment, fashion, sports, politics, economics, world issues, and human-interest stories.

Music and Pop Culture (GAS109) (3 credits)

This course will give students the opportunity to think creatively and critically about the influence of popular music. Students will explore different music genres (rock, metal, hip hop, and rap), their development and social significance. Students may explore music in film, commercials, war and protest, social and civil rights movements, and the contributions of specific artists to contemporary culture. The ways in which popular music has contributed to the current culture and, in turn, how culture has shaped popular music will be examined.

Your Two Cents (GAS116) (3 credits)

No matter one's lifestyle, income, or background, each person has experienced and developed practices to how we relate to money. This course explores our relationship and personal understanding with money, and its place and value in our culture and individual lives.

Student Selected General Education (GEN110) (3 credits)

For Transfer Credit Purposes only.

Personal and Academic Success Strategies (HDG122) (3 credits)

This course will prepare you for the rigors of academic life and enable you to develop a personal profile for college and career success. The main focus of this course will include accepting personal responsibility, discovering self-motivation, mastering self-management, employing interdependence, gaining self-awareness, adopting lifelong learning, and developing emotional intelligence. In addition, you will develop and produce a `Personal Profile` that will identify your personal learning style, communication style, and personality style to enable you to achieve success in learning about, understanding, and choosing the courses and careers that will lead to personal and professional satisfaction.

Introduction to Aboriginal Peoples of Canada (SSC102) (3 credits)

This course will provide participants with an introduction to the history and cultural survival of Canada's Aboriginal people. Aboriginal worldview will be identified and discussed in both historical and modern perspectives. Students will review colonization, government policies and legislation, which provide a foundation for understanding modern Aboriginal life in Canada.