

Business FOUNDATION

Business Foundation 200-210-215

Business Foundation 400-410

The program has been reviewed and approved by the Private Training Institutions Branch (PTIB) of the Ministry of Advanced Education, Skills & Training.





PROGRAM INFORMATION AND OPTIONS

The business courses in the Business Foundations program focus on cutting-edge firsts, up-to-date issues that shape today's business world using experiential learning that helps students to build a solid foundation of business knowledge and skills. The courses work together to provide a seamless coverage of vital knowledge, helping students to understand the concepts behind best practices in business while they develop and refine their skills to meet employer expectation in business today.

PROGRAM OPTIONS

[Credentials]

BF200
(1 Year)



* BF210 (non co-op), BF215 (Practicum) available

SELC DIPLOMA
WHIMIS

BF400
(2 Years)



* BF410 (non co-op) available

SELC DIPLOMA
WHIMIS

Weekly Class Hours

Class Hours
- 16 hours / week

Distance Education
- 4 hours / week



CAREER OPPORTUNITIES

Sales/Marketing Assistant
Human Resources Assistant
Administrative Assistant
Accounting Clerk / Assistant
Etc.



EVALUATION

Final Exam
Mid-Term Project
Group Presentation & Report
Assignments & Quizzes
Attendance & Participation



ENGLISH REQUIREMENTS

TOEFL(Paper): 537
TOEFL(IBT): 75
IELTS: 6
TOEIC: 700
SELC ONLINE ADMISSION TEST: 70%



BF200-210** -215** COURSES

**Course 210 is non- co-op. Course 215 is practicum based

The Business Foundations 210-215 courses focus on the long-standing principle of “Doing the Basics Best.” Students will learn the essentials for Canadian Business, Organizational Behaviour, Marketing and Business Communications.



Designed to introduce students to the contemporary business world in Canada and globally from the perspective of an employee, employer, consumer and investor. The course will cover various business topics.



Students will see how organizational issues are closely tied to human issues, and how managers cannot rely on intuition alone to address organizational problems. The course will cover organizational behaviour and how it relates to virtually every aspect of business.



Students will have an enhanced understanding for basic marketing concepts, strategies and practices. The course will cover strategic marketing planning processes. And you'll put those processes to task by creating a marketing plan using various research.



Students will learn the foundations of business communications by discussing and reviewing the importance of effective communication skills, communicating in teams, mastering nonverbal communication skills and the practice of intercultural communications in the global environment.

CLASS SCHEDULE

Daytime and Evening class schedules TBA



BF400-410** COURSES

**Course 410 is non co-op

The Business Foundations 400 courses focus on the long-standing principle of “Doing the Basics Best.” Students will learn the essentials for Canadian Business, International Business, Organizational Behaviour, Human Resource Management, and Business Communications, Selling, Marketing and Financial Accounting.



Designed to introduce students to the contemporary business world in Canada and globally from the perspective of an employee, employer, consumer and investor. The course will cover various business topics.



Students will see how organizational issues are closely tied to human issues, and how managers cannot rely on intuition alone to address organizational problems. The course will cover organizational behaviour and how it relates to virtually every aspect of business.



Students will have an enhanced understanding for basic marketing concepts, strategies and practices. The course will cover strategic marketing planning processes. And you'll put those processes to task by creating a marketing plan using various research.



Students will learn the foundations of business communications by discussing and reviewing the importance of effective communication skills, communicating in teams, mastering nonverbal communication skills and the practice of intercultural communications in the global environment.



Understanding how the elements of international business are related, students will understand how the concepts learned will be relevant to their future careers. The course will cover the challenges of Globalization through the use of real-world examples in international business.



Students will learn the fundamentals of selling and how to communicate effectively during the entire sales cycle in today's competitive world. Through this course, students will develop a personal selling philosophy that incorporates various practical strategies.



This course brings students and their instructor into a current and comprehensive discussion about human resources today, as human resources (the people who work in organizations) are among the most important organizational assets.



This course gives students a solid foundation in the fundamentals of accounting and the basics of financial statements. The concepts and procedures that form the accounting cycle are also described and illustrated early in the course and are then applied consistently in the topics that follow.

CLASS SCHEDULE

Daytime and Evening class schedules TBA