

Area of Interest: Business

## Business Administration (Core)

Ontario College Advanced Diploma

Program Code: 0216X01FWO

3 Years

Ottawa Campus

### Our Program

#### **Build a challenging and rewarding career in business.**

The three-year Business Administration Ontario College Advanced Diploma program provides you with essential skills and knowledge for a career in business. This program is the perfect option if you are interested in pursuing a career in business but are unsure at the outset of the program which specialization best fits your career interests.

In the first three semesters, which are called “Core,” you will take a variety of general business courses to help you best choose the Major that will be offered in the final three semesters of the program. You will receive your advanced diploma only upon completion of your sixth semester in your third year.

In the third semester, you will take one course from each of six unique Majors to preview the various career specializations. During this time, you can meet with upper-level students and program coordinators for guidance, then you will select the Major most aligned with your career interests from among the following seven options:

- Accounting
- Finance
- General Business
- Human Resources
- International Business
- Marketing
- Supply Chain and Operations Management

Our active Program Advisory Committee ensures that the program continuously evolves to meet the ever-changing demands of today’s organizations.

A possible option upon completion of the six-semester advanced diploma is to apply to Nipissing University and, with as little as 12 months of additional study at Algonquin College’s Ottawa campus, complete a Bachelor of Commerce degree.

### **SUCCESS FACTORS**

This program is well-suited for students who:

- Enjoy problem solving using analytical and critical-thinking methodologies.
- Demonstrate organizational and leadership abilities.
- Enjoy working in a dynamically driven environment.

### **Learning Outcomes**

The graduate has reliably demonstrated the ability to:

- Communicate business-related information persuasively and accurately in oral, written, and graphic formats.
- Work in a manner consistent with law and professional standards, practices and protocols.
- Develop customer-service strategies to meet the needs of internal and external customers.
- Apply strategies to creatively organize, lead, and assume the risks of an organization.
- Apply knowledge of the human resources function to the management of an organization.
- Apply knowledge of the marketing function to the management of an organization.
- Apply accounting and financial knowledge to the management of an organization.
- Apply knowledge of operations management to the management of an organization.
- Apply computer skills and knowledge of information technology to support the management of an organization.
- Take into account the interrelationship among the functional areas of a business.
- Work effectively with co-workers, supervisors, and others.
- Apply research skills to gather, interpret, analyze, and evaluate data from primary and secondary sources.
- Apply creative problem-solving skills to address business problems and opportunities.
- Develop strategies for personal and professional development to manage job stress, enhance work performance, and maximize career opportunities.
- Apply time management and organizational skills to facilitate the completion of tasks and to meet deadlines in a business environment.
- Take into account the impact of the economic, social, political, and cultural variables which affect a business operation.
- Apply leadership and management knowledge and skills to assist in the planning, directing, and controlling of an organization.
- Plan, prepare, and deliver a variety of presentations.
- Develop a business plan in collaboration with others.
- 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
LAW1702	Business Law	42.0
MGT2319	Skills for Academic and Business Success	42.0
QUA0002	Business Mathematics	42.0

Level: 02	Courses	Hours
ACC2310	Accounting Concepts I	42.0
BUS2303	Database and Advanced Excel Concepts	42.0
ECO2306	Macroeconomics	42.0
ENL1823B	Communications II	42.0
MGT2328	Introduction to Management Fundamentals	42.0
QUA0003	Quantitative Methods I	42.0
Level: 03	Courses	Hours
ACC2313	Accounting Concepts II	42.0
BAI2300	Global Business Environment	42.0
FIN2303	Introduction to Finance	42.0
MGT2320	Material and Operations Management	42.0
MGT2381	Human Resources Management	42.0
MKT2317	Marketing	42.0
Other Electives Courses		Hours
MGT1111	BUAD - Approved Reach Ahead - Major	60.0
MGT1112	BUAD - Approved Reach Ahead Elective	45.0

## 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 \$1,200 per year and can be purchased at the campus store.

## 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

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### Program Eligibility

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 12 (MAP4C 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 (Academic) Overall band of 6.5 with a minimum of 6.0 in each band; OR TOEFL-Internet-based (iBT)-overall 88, with a minimum of 22 in each component: Reading: 22; Listening: 22; Speaking: 22; Writing: 22; OR Duolingo English Test (DET) Overall 120, minimum of 120 in Literacy and no score below 105.

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 ADMINISTRATION (CORE)**  
**Program Code 0216X01FWO**

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 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**

This program is also offered on a part-time basis and full-time online.

## **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

### **ECO2306 Macroeconomics**

Knowledge of contemporary macroeconomic issues is essential to understanding the world we live in. Students investigate fundamental macroeconomics principles with an emphasis on the use of economic models to analyze economic developments accurately and objectively. Through a combination of instruction and practical application, students examine unemployment, inflation and economic growth, as well as evaluate government use of fiscal and monetary policy in dealing with these key macroeconomic issues. In addition, Canada's international economic relationships are explored. Individual assignments and formal examinations are used to assess student knowledge of key objectives.

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

### **FIN2303 Introduction to Finance**

Building a solid understanding of personal finance is crucial for students who intend to choose the Finance major in the Business Administration (BUAD) program. Students acquire knowledge of the personal financial planning process, statements, taxation, banking, borrowing and investing through in class discussions and activities. Students solve time value of money (TVM) questions for saving, investing, financing and retirement funding using a calculator. These skills will be useful for everyday life situations involving money management and are the foundation for future courses in the finance major program.

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

### **MGT1111 BUAD - Approved Reach Ahead - Major**

This is a substitute course designed for students registered in the Business Administration (BUAD) core program who are approved to reach ahead into their major area of study.

Prerequisite(s): none

Corerequisite(s):none

### **MGT1112 BUAD - Approved Reach Ahead Elective**

This is a substitute course designed for students registered in the Business Administration (BUAD) core program who are approved to reach ahead to take an approved elective from their major area of study.

Prerequisite(s): none

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

**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



**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

**QUA0003 Quantitative Methods I**

Mathematical methods are used in fields such as finance, marketing, accounting and operations management in order to help make reasonable business decisions. Students are introduced to basic statistical measures of central tendencies and dispersions. Students use basic probability and different probability distribution to problem-solve. Decision theory is used to solve problems in situations of certainty and uncertainty. Students study the components of time series and make forecasts. Students apply course content within Excel functions.

Prerequisite(s): QUA0002

Corerequisite(s):none