

Confederation College is located in the city of Thunder Bay, a culturally diverse community that serves as the education and government hub of northwestern Ontario. Located in the heart of one of the finest outdoor recreation and tourism destinations in Canada, Confederation College students enjoy the benefits of living and learning in a community that provides a rich lifestyle right at your doorstep.

At Confederation College we change lives through learning. We are committed to meeting the needs of our learners, employers and communities, and we are here to help you succeed in meeting your life goals. To arrange for a Thunder Bay campus tour call (807) 475-6110 or [book a tour online](#).

## CAMPUSES

### Thunder Bay »

1450 Nakina Drive  
P.O. Box 398  
Thunder Bay, ON  
Canada P7C 4W1

### Dryden »

### Fort Frances »

### Geraldton »

### Kenora »

### Marathon »

### Red Lake »

### Sioux Lookout »

### Wawa »

## ADMISSIONS

The minimum admission requirement for a postsecondary program is an Ontario Secondary School Diploma, or its equivalent, with minimally 2 senior credits at the college, college/university or university preparation level. Some programs have additional admission requirements. For specific admission requirements, please see the program descriptions included in this publication, visit the [Admissions website](#) or contact our Admissions Office at (807) 475-6213.

## SERVICES FOR PROSPECTIVE STUDENTS

Click the title to visit Department webpage:

<a href="#">Admissions &amp; Recruitment »</a>	(807) 475-6213
<a href="#">Career &amp; Placement Services »</a>	(807) 475-6193
<a href="#">Centre for Continuing Education »</a>	(807) 475-6550
<a href="#">Counselling Services »</a>	(807) 475-6110
<a href="#">Distance Education »</a>	1-800-563-9435
<a href="#">Financial Aid »</a>	(807) 475-6637
<a href="#">Fitness Centre »</a>	(807) 475-6239
<a href="#">General Inquiry »</a>	(807) 475-6110
<a href="#">Health Centre »</a>	(807) 475-6169
<a href="#">International Students »</a>	(807) 475-6175
<a href="#">Learning Centre »</a>	(807) 475-6618
<a href="#">Library Learning Commons »</a>	(807) 475-6219
<a href="#">Negahneewin College of Academic &amp; Community Development »</a>	(807) 475-6465
<a href="#">Oshki Anishnawbeg Student Assoc. »</a>	(807) 475-6314
<a href="#">Registration Services »</a>	(807) 475-6265
<a href="#">Residence/Housing »</a>	(807) 475-6381
<a href="#">Student Union »</a>	(807) 475-6226

# Business Fundamentals



The Business Fundamentals program is a foundational course that will provide you with a diverse knowledge and comprehensive understanding of all aspects of business practice, giving you greater choices in career or educational options. Your one-year certificate will open doors for entry-level business positions and equip you with the skills you need to be successful in the workplace. The program could also provide you with a pathway into any of our two-year diploma programs in Marketing, Human Resources or Accounting.

## Admission Requirements

- Ontario Secondary School Diploma (or equivalent) with courses from the College (C), University (U), University/College (U/C), or Open (O) preparation levels.
- or successful completion of the Mature Student Assessment
- or appropriate credits from Academic and Career Entrance program (ACE).

If you do not meet these admission requirements, we encourage you to consider the [College Access](#) or [General Arts and Science Certificate or Diploma programs](#); if you successfully complete one of these programs, you will be eligible to apply to programs in the [Business](#), [Hospitality](#) and [Media Arts](#) areas.

## FIRST SEMESTER

Course Number	Title	Credits
AC 102	Introductory Accounting I (OL090)	3
CS 007	Persuasive Writing (OL257)	3
HR 131	Human Resources I (OL135)	3
MA 132	Business Mathematics Fundamentals (OL612)	3
MC 155	Microsoft Office Applications (OL783)	3
MK 114	Marketing Essentials (OL118)	3
	<b>Total</b>	<b>18</b>

## SECOND SEMESTER

Course Number	Title	Credits
AS 332	Workplace Readiness (OL946)	3
CS 220	Business Communications (OL338)	3
EC 302	Principles of Economics (OL114 & OL117)	3
HR 232	Interpersonal Business Dynamics (OL173)	3
PY 169	Interpersonal Communication Skills (OL218)	3
GE ...	General Education Elective	3
	<b>Total</b>	<b>18</b>



---

## Course Descriptions

### Introductory Accounting I (OL090)

#### AC102

This course is an introduction to accounting. Students will examine the topics of recording and summarizing transactions, preparing worksheets, preparing adjusting and closing entries, and preparing financial statements for service and merchandising concerns. Students will apply their knowledge of basic accounting procedures to make financial business decisions.

---

### Workplace Readiness (OL946)

#### AS332

This course is designed to help the student develop career preparation skills as well as good working and personal relationships. The student will be able to understand the importance of delivering service excellence to the customer, the employer and themselves. The focus will be on practicing techniques that strengthen these relationships, preparing for, and securing workplace and professional success.

---

### Principles of Economics (OL114 & OL117)

#### EC302

This course introduces the student to essential principles of economics. Students examine the basic economic theories of supply and demand, the role of government, economic indicators, money and banking, monetary and fiscal policies, international trade, and the operation of markets.

---

### Microsoft Office Applications (OL783)

#### MC155

This course introduces students to the use of Microsoft Office 2010 applications. Specifically, students will use basic and intermediate features of, Microsoft Word, Excel and PowerPoint to perform tasks commonly encountered in the workplace. A portion of this class will be independent study. Students must have access to a computer with Windows XP or greater and Microsoft Office 2010.

---

### Marketing Essentials (OL118)

#### MK114

This course introduces the student to current Canadian material on strategic marketing and research strategies. Students will explore and analyze consumer behaviour including social responsibility in marketing. Students will apply their knowledge in producing a marketing plan.

---

## **Interpersonal Communication Skills (OL218)**

### **PY169**

Using a combination of theory and acquired skills, students will learn to express themselves more effectively while preserving the dignity of everyone involved. They will develop the confidence necessary to control their lives without trying to control others in the process. This course facilitates personal growth as the students develop more effective self-expression and healthier relationships. Experiential learning, using a variety of techniques, will be emphasized. Students will participate in role-play, discussions, presentations and personal evaluations. .

---