



**CREDENTIAL**

Ontario College  
Certificate

**PROGRAM CODE**

Fall: 0249 | Winter: 0239  
Distance Education: 0690

**AREA OF INTEREST**

Business

**LOCATION**

Distance Education, Dryden, Fort Frances, Greenstone  
Campus, Kenora, Marathon, Red Lake, Sioux Lookout,  
Thunder Bay

**DURATION**

1 -year

**Overview**

You've been told you have a mind for business, but what kind of business will that be? Find out what interests you most with Confederation College's Business Fundamentals one-year certificate program.

This program is ideal for business-minded students who are not quite sure what area of business they want to study in. You will have the opportunity to learn all aspects of business with courses such as computer applications and business communications, as well as introductory courses in accounting, human resources and marketing.



**Top Highlights**

- One-year program allows you to enter the workforce faster
- Touches upon all areas of business to help you find your niche
- Provides the pathway to our two-year diploma programs in Marketing, Human Resources or Accounting
- Learn skills for an administration career as well



**Employment Opportunities**

Completion of the Business Fundamentals program may help you find a job in several entry-level positions including sales, general administration and customer service. However, it is more of a stepping stone to other educational opportunities including Confederation College's two-year and three-year diploma programs in business.



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**Program Coordinator**

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[confederationcollege.ca/fundamentals](http://confederationcollege.ca/fundamentals)

*This is* **LEARNING**



# Business Fundamentals

## 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 with Grade 12 English (C/U) Level.
- or Successful completion of Mature Student Assessment.
- or successful completion of the General Education Development Test (GED).
- or appropriate credits from the Academic and Career Entrance program (ACE).

## Alternative Pathways

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

## Articulation Agreements

Confederation College has agreements in place that permit credits earned throughout this program to be transferred to programs at other colleges and universities.

Visit: [confederationcollege.ca/articulation-agreements](https://confederationcollege.ca/articulation-agreements) for more information.

## First Semester

AC 111 Introduction to Financial Accounting  
CS 050 College Writing  
GB 110 Introduction to Business  
HR 131 Introduction to Human Resources  
MA 134 Business Math  
MK 114 Introduction to Marketing  
GE Elective

## Second Semester

AC 223 Financial Accounting II  
CS 220 Business Communications  
EC 208 Microeconomics  
GB 156 Microsoft Excel  
HR 232 Organizational Behaviour  
MA 246 Financial Math  
MK 263 Marketing II



**Have questions? Want to apply?**  
Contact [recruitment@confederationcollege.ca](mailto:recruitment@confederationcollege.ca)

