

**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

**Learner Testimonial**

The Business Fundamentals program has provided me with a great overview of the world of business. The program exposed me to the essentials of business which gave me a base to work from. I was introduced to the field of Accounting which I really enjoyed. I am now furthering my study in the Business Accounting program. Overall the Business Fundamentals program gives a great introduction into business for someone who is just starting out and at the same time, the program gives you the opportunity to expand your studies into the areas you would like to pursue further.

Spencer B. / Alumnus / Business Fundamentals / 2016

# 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.

## 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.

## 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](http://confederationcollege.ca/articulation-agreements) for more information.

## First Semester

HR 131	Introduction to Human Resources
CS 050	College Writing
MK 114	Introduction to Marketing
AC 111	Introduction to Financial Accounting
GB 110	Introduction to Business
GB 156	Computer Applications for Business I
MA 134	Business Math

## Second Semester

MA 246	Financial Math
CS 220	Business Communications
AC 223	Financial Accounting II
GB 255	Computer Applications for Business II
EC 208	Microeconomics
MK 263	Marketing II
GE	General Elective

**For information, please contact:**

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