

Business Fundamentals (BSFN) Ontario College Certificate

PART-TIME

Frequently Asked Questions

Do I need to apply?

Part-time students do not go through an application process for this program. In order to register into courses, you will need a Georgian College student number and the major BSFN. Declaring a major allows you to take all courses under that major.

Please review this document as there are instructions on how to get started on page 5.

When can I start the program?

Intakes: September, January, May

How many courses do I take?

Full program details can be viewed on the [Program Outline](#).

Graduation requirements

9 Program Courses

2 Communications Courses

1 General Education Course

Can I take this program online?

Yes

What does online mean?

The online courses listed in the Online Delivery schedule displays when courses are offered online *asynchronous* which means no live classes. You can log in to the course whenever it works best for you. Most courses have weekly deadlines you will have to meet. Classes are delivered combining self-directed lectures, group discussions and virtual instructor support.

You will not be required to be on campus for any part of the course – all lectures, tests, exams are online.

Wondering if studying online asynchronously is right for you?

If you are wondering whether studying online is right for you – review the information at the links below as it may be helpful!

<https://ecampusontario.pressbooks.pub/learnonline/chapter/chapter-1/>

<https://studyonline.ca/resources/study-online-tips/>

How do I know which courses to take?

We have set a schedule up for you – review the online delivery schedule posted on the program page: [Business Fundamentals](#)

Study Business Fundamentals part-time

Ontario College Certificate

Build a solid foundation in business. Explore different areas from finance to HR and more! Graduate career-ready or pursue pathways to further your studies.

Please refer to the [Business Fundamentals program page](#) for all of the main details, including admissions requirements.

[Online delivery schedule](#)

[Online equivalencies](#)

[Information package](#)



On this page:

- [Program information](#)
- [Course information](#)
- [How to apply](#)
- [Frequently asked questions](#)
- [Contact us](#)

[Take the CareerMatch quiz](#)

[View more Business and Management programs](#)

[2023-2024 program outline](#)

[2023-2024 outline \(PDF\)](#)

[Program outline archive](#)

How long will it take to complete the certificate?

This varies depending on how many courses you take each semester. Total courses: 12

3 courses per semester: finish in 4 semesters (under 1.5 years)

Example: Fall-Winter-Summer- Fall

2 courses per semester: finish in 6 semesters or 2 years

Example: Fall-Winter-Summer- Fall-Winter-Summer

What is the cost of the program?

There is no program fee for part-time students in this certificate program.

Part-time students pay per course, as they register.

Part-time students can take a maximum of 3 courses per semester in this program. (You have the option of 1, 2 or 3 courses in any semester.)

In order to calculate an approximate total cost to study the entire program part-time, calculate the course fee below multiplied by 12 as there are 12 courses required to graduate. The course fees change year-to-year and course to course. And the final cost depends on which courses you choose to take as courses can vary in fees.


The best source for accurate fees is to check the website: [Business Fundamentals](#)

Course information

Course offerings and equivalents

Currently available courses are linked below. Please see our course listings of available [General Education](#) and [Communications](#) courses for this program.

Course title	Course code	OntarioLearn equivalents
Customer Service	BUSI 2005	Customer Relations (ODE)
Financial Accounting Principles 1	ACCT 1000	Financial Accounting 1 (ODE)
Human Resources Management Foundations	HURM 1000	
Introduction to Marketing	MKTG 1000	Marketing 1 (ODE)
Introduction to Organizational Behaviour	BUSI 1001	
Mathematics of Finance	MATH 1002	
Microcomputer Applications	COMP 1003	Intro to Computers 2 (ODE)
Microeconomics	ECON 1000	Microeconomics (ODE)
Professional Edge	MKTG 2033	Professional Edge (ODE)
Course title	Course code	OntarioLearn equivalents



Each course listed links to course sections with fees:

Human Res. Mgmt. Foundations

HURM 1000

Course description

This course examines the purpose of the human resources management function in organizations; and stresses skills and techniques used within the human resources function.

Credits	Course Hours
3	42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program. Individual courses may be taken for skill improvement and upgrading.

For more information, please [contact Continuing Education](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). Not all courses have required textbooks. See [registration dates](#) for courses that are not yet open.

▼ Human Res. Mgmt. Foundations - HURM 1000
Tuesday, Sept. 5, 2023

HUMAN RES. MGMT. FOUNDATIONS - HURM 1000
Fee: \$344.4
Course registration number: 10113
Start: Tuesday, Sept. 5, 2023
End: Friday, Dec. 15, 2023

Class times

Days	Times	Building - Room
		Online

Campus: Barrie

[Add to cart](#)

Why do some courses have (ODE) in the name?

These courses are offered through OntarioLearn. You can find more information on OntarioLearn in the [FAQs](#).

OntarioLearn courses are set up as equivalents to the Georgian College program courses. You can choose to take the ODE courses (when available) or the Georgian program courses.

When a Georgian College course is not available to be delivered online, we have listed an OntarioLearn course in the Delivery schedule. The majority of the Georgian courses have (ODE) equivalents set up. You can choose to take either course.

Sample OntarioLearn equivalent course:

Customer Relations (ODE)

BUSI 1015

Course description

In this course, students develop an understanding of customer service and the skills associated with understanding the needs of customers, meeting those needs, and fostering an environment that encourages customers to return. The course is of interest to anyone who works with customers, either internal or external, on a daily basis.

Credits

3

Course Hours

42

Students registering for credit courses for the first time must declare a program at the point of registration. Declaring a program does not necessarily mean students must complete a program, individual courses may be taken for skill improvement and upgrading.

Contact ol@georgiancollege.ca or call [705.722.1500](tel:705.722.1500) for more information.

[OntarioLearn information](#)

Available Courses

Unless stated, the course fee does NOT include the textbook(s). OntarioLearn textbooks can be ordered online through www.textnet.ca

Confirmation letters for each OntarioLearn course is sent to your Georgian [student email](#) with information on how to log in to your course. OntarioLearn courses are not available through Georgian's BlackBoard.

Customer Relations (ODE) - BUSI 1015

Tuesday, Sept. 12, 2023

CUSTOMER RELATIONS (ODE) - BUSI 1015

Fee: \$439.4

Course registration number: 10559

Start: Tuesday, Sept. 12, 2023

End: Tuesday, Dec. 19, 2023

Class times

Days	Times	Building - Room
Online		

Campus: Barrie

[Add to cart](#)

The fees for Communications and General Education courses vary. View the course listing for [Communications](#) and [General Education](#).

NOTE: courses in this program only show on the website while registration is open.

Are part-time students eligible for OSAP?

Part-time students MAY be eligible – this is individual and based usually on number of courses you take per semester. For more information, visit our [Financial Aid page](#).

What happens if I cannot take any courses one semester due to other commitments/circumstances?

You do not have to report or confirm the number of courses you take each semester – this is up to you and you can change the number of courses you take from semester to semester.

For example, you can start with 2 courses, then take 3 courses, then take 2 courses, etc. Remember that if you are not able to maintain a minimum 2 courses per semester, it will delay your timeline to completion.

You can take one semester off per year from taking courses if required. If you need an extended time away, please connect with us to discuss.

I took courses in a different program at Georgian – will my credits transfer into this program?

In most cases, courses that are shared between different programs at Georgian will have the same course code and will automatically transfer once you register in a new program.

You will see these courses show up in MyPath.

I took courses at a different college or university – can I transfer credits?

Visit our Credit for Prior Learning page to learn more about your options.

<https://www.georgiancollege.ca/admissions/credit-transfer/#transfer-in>

The FAQs section for Credit Transfer are very helpful!

<https://www.georgiancollege.ca/admissions/credit-transfer/credit-transfer-centre-faq/#transfer-credits>

I'm ready to get started in this program. What are my next steps?

Step 1: Pre-registration – getting set up as a student

This program does not require part-time students to go through the application process.

You will need a Georgian College student number and the major BSFN in order to register into courses.

Create your student number online: [Student Number](#)

Students taking this program must declare a Major. Majors are assigned through the Registrar's Office – please email registrar@georgiancollege.ca with “**Declare a major BSFN**” in the subject line. Include your student number with this request.

Students can also call 705-722-1511 to declare a major.

Once you have your student number, your major (BSFN), and your login information, you can plan for course registration.

Step 2: Plan your courses

Prior to registering, review the [Online Delivery Schedule](#) found on the website to choose the courses you need to take.

Step 3: Registration

There are two ways you can register:

1. **Web Registration** – through the website – open year round
2. **Banner Registration** – you must log in to Banner – only available during part-time registration window (add/drop)

1. **Web Registration**

On the [Business Fundamentals](#) page:

Click on the course name in the Current Course Offerings chart to view the course section details. (See above on page 3 for screenshots.)

When you find the course you want to register for, click on Add to cart. You will then go through the payment process (this requires you to log in to Banner – ensure you have your login information!).

Students registering through the Web can do so at any time once course sections are open.

For Registration ASSISTANCE, contact the Registrar's Office
registrar@GeorgianCollege.ca
or call 705-722-1511

NOTE: courses in this program are only open for registration during the part-time credit registration period (or add/drop). See [Important Dates](#) for more information.

2. **Banner Registration**

Part-time students can also register for courses in our student information system, Banner. In this system, you “add a course” to register. For information on Banner, logging in to Banner and adding courses in Banner, [VIEW THIS DOCUMENT](#).

TIPS:

On the Registration Menu, choose “Add/Drop/Withdraw from courses” to add (or register into) a course as a part-time student.

NOTES on registration:

- There is a 24 hour processing period once you register – this means you will not be able to access your course immediately after you register.

WITHDRAWING FROM A COURSE

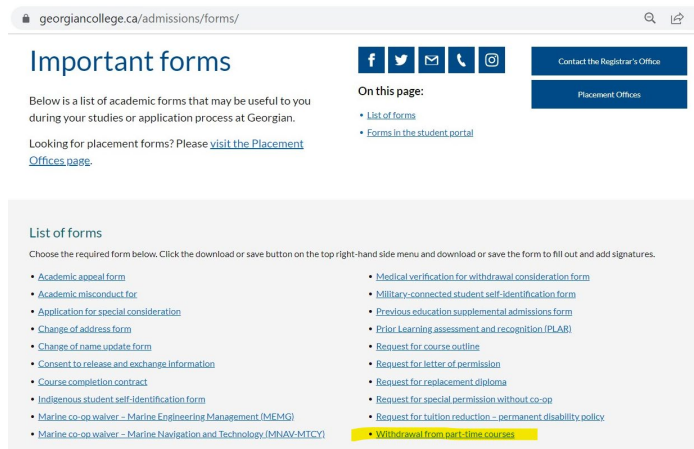
Part-time students can be registered into a maximum of 3 courses at any time.

If, for example, you register into 3 courses and decide to change one of your courses, you will need to withdraw from the course first. Once you are unregistered in the course (this can take up to 48 hours) you will be able to register into a new course.

How do I withdraw from a course?

Part-time students CANNOT drop a course through Banner. You must fill out a Withdrawal form and request to withdraw from the course through the Office of the Registrar. You can find the form on the website:

<https://www.georgiancollege.ca/admissions/forms/>



The screenshot shows the website [georgiancollege.ca/admissions/forms/](https://www.georgiancollege.ca/admissions/forms/). The page is titled "Important forms" and includes a list of academic forms. A "Withdrawal from part-time courses" form is highlighted in yellow in the list. Other forms listed include Academic appeal form, Academic misconduct form, Application for special consideration, Change of address form, Change of name update form, Consent to release and exchange information, Course completion contract, Indigenous student self-identification form, Marine co-op waiver - Marine Engineering Management (MEMG), Marine co-op waiver - Marine Navigation and Technology (MNAV-MTCY), Medical verification for withdrawal consideration form, Military-connected student self-identification form, Previous education supplemental admissions form, Prior Learning assessment and recognition (PLAR), Request for course outline, Request for letter of permission, Request for replacement diploma, Request for special permission without co-op, and Request for tuition reduction - permanent disability policy.

PLEASE NOTE: if you drop a course in Banner, it may seem like you have dropped the course but you have not been unregistered – please ensure you use the Withdrawal form.

How do I confirm I am registered? How can I view my account balance?

You can log in to Banner to view the courses you are registered into and to view your account balance.

How to I order textbooks?

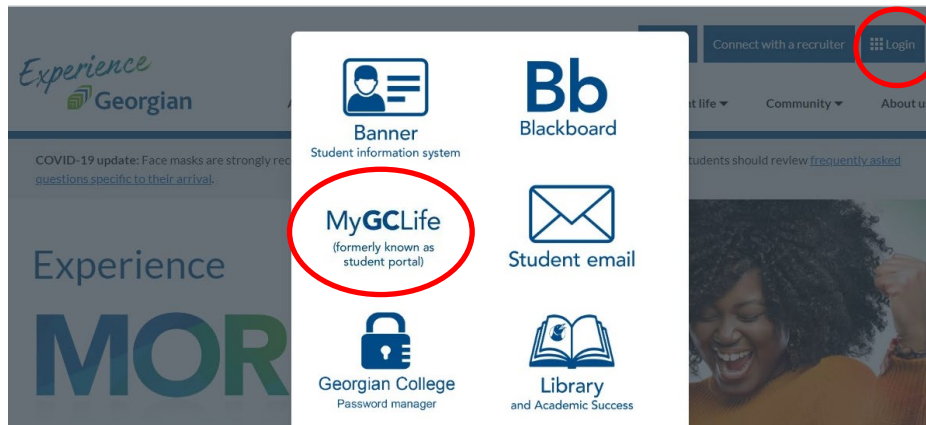
Please email Tammy Burke-Marson for textbook ordering information.

Tammy.burke-marson@georgiancollege.ca

****NOTE FOR ONTARIOLEARN (ODE) courses: Once your registration has been processed, watch for an email from the OntarioLearn team. This will be sent to your Georgian student email. You will receive information on how to access your course and how to order your textbook.*

Logging in to Student Systems

For information on logging into Banner and other systems, please visit the **Student Portal**. You can access the student portal through MyGC Life. (Go to last page of this guide for information on the Student Portal.) You can find a link to the portal on the main webpage under Login:

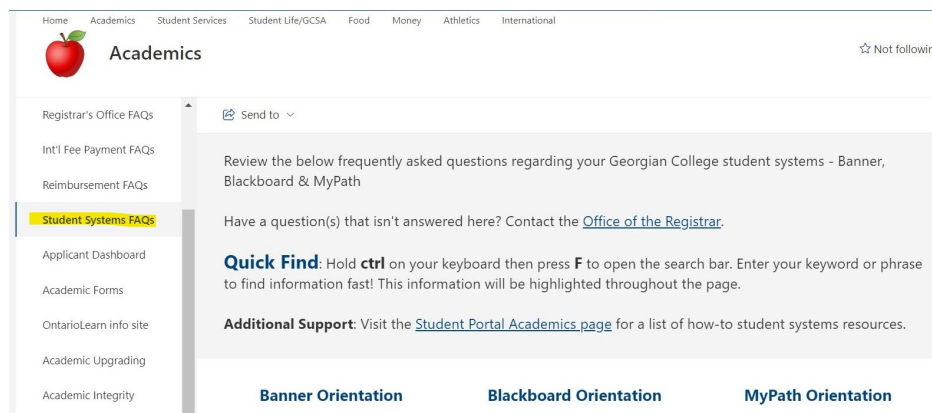


I'm registered into my courses, how do I access them?

All courses that are not (ODE) courses listed on the Delivery schedule are accessed through Blackboard.

(If you are registered into OntarioLearn (ODE) courses – check your email for details on how to access these courses.)

Review the above screenshot to view the Blackboard login site. Information on Blackboard can be found in the Student Portal. Take a moment to review the Banner/Blackboard and MyPath Orientations available to you:



Looking for assistance with our systems? See below

<https://www.georgiancollege.ca/new-students/#systems>

<https://www.georgiancollege.ca/student-life/remote-learning-and-supports/#blackboard>

<https://www.georgiancollege.ca/student-life/remote-learning-and-supports/#ms-teams>

Frequently Asked Questions

I need to withdraw from one or more courses – what are my options?

Students can withdraw from a course **with a refund** up until Day 10 of the semester.

If you decide AFTER day 10 that you want to withdraw you can do so up until a designated date (usually week 10 of the semester). There will be no refund, however, there is no academic penalty – your transcript will show WD.

This date can be found on the website under [Important Dates](#).

Look for this entry:

Last day to withdraw from most programs/courses without academic penalty (no refund)

How do I view my grades?

Grades can be viewed in Banner and in MyPath.

How do I track my progress through the program?

Track your progress/plan your courses you want to take using the Online Schedule.

You can also view your progress in **MyPath**. This is a useful tool where you can see which courses you have taken, your grades, and the courses you still need to graduate.

Any exemptions you apply for using PLAR or transfer credits will show here too.

MyPath can be accessed through the Student Portal. Below is a screen shot of what you will see regarding instructions for MyPath. It is optional to use MyPath but it can be a very useful tool to track your progress in your program.

Plan your entire program through to graduation with MyPath!

MyPath is a comprehensive academic advising, student planning, transfer articulation, and credential audit solution.
Use it to track academic progress, review requirements completed and plan courses to complete remaining graduation requirements.

When using MyPath, students will be able to:

- See graduation requirements for their current program
- See how completed courses and courses in progress apply to graduation requirements
- Identify courses still needed to complete their program
- View final grades, and academic standing
- View their program GPA, used for graduation purposes
- Create What-If audits to view requirements if intending to change programs
- Estimate how many semesters it will take to graduate
- View how transfer credits are used to satisfy program requirements

What is a worksheet?

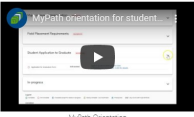
- Helps students and advisors monitor progress towards credential

What is a plan?


- Shows the recommended courses to be taken each semester to help keep students on track for a graduation

When should I review MyPath?
Please review your worksheet.

Do you need help using MyPath?
See the how-to guides below.



MyPath Orientation



MyPath Plan

Where can I get more information about how to use MyPath?

You will not be able to view your records in MyPath until after you have registered into courses.

How do I graduate? How do I know I am meeting program requirements?

Full program details can be viewed on the [Program Outline](#).

When you have successfully completed all of the program requirements, you can apply to graduate. All students must apply to graduate. You can do this in your last semester of taking courses.

You can view dates for Requesting to Graduate on our [Important Dates](#)

And the process for How to Graduate can be found on our [graduation page](#)

Student Portal – your student resource

You can find most answers on this site – if you have questions around academic regulations, registration, withdrawals, transcripts, etc. visit the portal to find the answers.

Keep in mind that this site is for both full-time and part-time students and some of the information does not apply to part-time students. If you have questions regarding information you find and you are not sure if it applies to you, please connect with your Part-time Studies Staff.

Part-time Studies Contacts:

Tammy Burke-Marson, Programming Support Assistant

tammy.burke-marson@georgiancollege.ca

249-388-1911

Jenny Wilcox, Program Manager

Jenny.Wilcox@georgiancollege.ca

249-388-1930