Business Administration Practices – CNF – 41750

August 1, 2024

Program Summary

Printed on January 16, 2024

Table of contents

Purpose of the document

The program summary is the main tool for centralizing information on the transformed training program according to the skills-based approach.

The goals of the summary for each program are as follows:

- Compile information on the new program of study using skills-based entry after each stage of program development.

- Create a reference tool for each program that can be quickly updated.

- Provide an orientation tool for program instructors when developing syllabuses.

This document thus promotes program vision by informing program instructors about the exit profile, specific and cross-sectional skills, the program's structure, and the division of teaching activities into learning units.

Overview of the program

Program name: Business Administration Practices – CNF

Program code: 41750 **Program**

duration: 588 **Internship hours:** 0

Number of stages: 2

Type of certification: 1 year

Diploma sought: Ontario College Certificate

Access to the training program

- Ontario Secondary School Diploma (OSSD) or equivalent, or have passed the adult candidate test (for candidates aged 19 and over).
- Quebec Secondary School Diploma (DES) or have passed the adult candidate test (for candidates aged 19 and over).
- New Brunswick Secondary School Diploma (NBSSD) or have passed the adult candidate test (for candidates aged 19 and over).

Conditions for accessing the job market

Other specifications

In the one-year Business Administration Practices program, course envelopes are divided into learning units (LU) to identify the natural links between each of them, avoid redundancies, and respect a program vision in developing curriculum skills. The total duration of the program is 588 hours (2 sessions).

Possible pathways

A student who has obtained a Certificate in Business Administration Practices can request a transfer to any of these programs.

- 51705 Business Accounting or 61026 Business Administration - Accounting
- 51706 Trade - Finance or 61248 Business Administration - Finance
- 51707 Business - Marketing
- 51744 Business - Human Resources or 61758 Business Administration - Human Resources Management
- 51110 Business Administration Techniques or 61031 Business Administration
- 51787 Business Administration Techniques - Public Administration

Exit profile

Graduates from this program have learned the principles of running an organization. They are introduced to the concepts of personal finances. They also understand and use information technology tools. They are organized and effective within a work team.

Like all students of La Cité, graduates of the Business Administration Practices program set themselves apart through the formal inclusion of the four Cité skills: Entrepreneurship and Initiative, Creativity, Commitment and Bilingual Ability.

Language profile

- Prepare various texts (emails, memos, letters, meeting minutes) to inform employees, clients, and supervisors.
- Easily understand various documents (letters, memos, résumés, reports) to ensure follow-up, place orders, and plan meetings.
- Interact with diverse audiences regarding administrative tasks and information dissemination (colleagues, employees, managers, clients).
- Understand various clients (colleagues, employees, managers, clients) in order to interpret and respond adequately to information requests, complaints, and follow-ups.

Language skill 1: French writing level according to FL1 benchmark: Experience and English level according to the Canadian Language Benchmarks (CLB): 6–7

- Prepare technical, complex, concrete, and abstract texts (memos, letters and various long and short reports).
- Syntax almost never hinders comprehension.
- Prepare technical and often specialized texts by spontaneously using various grammatical structures.
- Spontaneously use the sequence of tenses to communicate various information and knowledge to a wide audience.
- The rules of NP and VP are almost always followed and do not hinder comprehension.
- Spontaneously use a rich and precise vocabulary to express actions and ideas related to technical tasks based on context, recipient, and intent.
- Be able to understand the author's intent and summarize the main objective.
- Prepare various types of texts (emails, letters, press releases) using a clear and concise style and showing tact and diplomacy.

Language skill 2: French reading level according to FL1 benchmark: English experience level according to the CLB: 6–7

- Read and understand technical/complex texts (memos, letters, and various types of reports using various professional styles).
- Understand the author's intent to assess and interpret information.

- Understand formal, informal, and technical texts, involving complex grammatical structures related to processes and instructions.
- Understand simple and compound verb tenses for a variety of administrative tasks.
- Understand language registers from familiar to neutral, and often sustained.
- Be able to determine and summarize details that support the main and secondary ideas in texts.
- Be able to spontaneously simplify information and knowledge to communicate with different audiences.

Language skill 3: French oral expression level according to FL1 benchmark: English experience level according to the CLB: 6–7

- Speak with a diverse clientele using a syntax that never hinders communication.
- Consider the elements of paraverbal communication (posture, attire, eye contact, and attitude).
- Often master the elements of voice (different intonations, speech rate, volume, articulation, filler words) to express attitudes, conditions, and feelings.
- Produce complex and diverse messages for all professional styles.
- Master the language code and easily self-correct to clarify the message.
- Spontaneously use various styles of questioning and rewording, using almost all language registers.

Language skill 4: French oral comprehension level according to FL1 benchmark: Experience and English level according to the CLB: 6–7

- Spontaneously understand language registers in order to deal with various clients (managers, colleagues, clients).
- Understand complex and diverse messages for professional styles with a dominant descriptive, explanatory, argumentative, and justifying tone.
- Easily understand technical and often specialized messages related to the professional field.
- Quickly understand instructions in order to be able to apply them.
- Quickly understand complex and open questions about professional topics.
- Spontaneously understand compound verb tenses to carry out a variety of personal and professional tasks (solve problems, inform, assess, manage).
- Almost always identify sociolinguistic aspects during

intercultural professional discussions (rules of conversation and politeness, relationships between generations, genders, statuses, cultures, social groups).

Program skills

Specific skills

1. Collaborate, communicate, and develop good business relations.

2. Use an organization's technological tools to improve one's performance.

3. Become acquainted with the principles of business administration and personal finance.

Vocational learning outcomes (VLOs)

1. Identify factors that have repercussions on an organization's business opportunities (No. 1).

2. Explain the repercussions of sustainable development, social responsibility, and business ethics on an organization's business initiatives (No. 2).

3. Use current technology to support an organization's business initiatives (No. 3).

4. Use basic research skills to support the business decision-making process (No. 4).

5. Use accounting methods and basic financial calculations to support an organization's activities (No. 5).

6. Describe the marketing and sales concepts used to support an organization's activities (No. 6).

7. Continuously develop personal and professional development strategies to improve work performance (No. 7).

8. Describe the functional areas of a business and how they are related (No. 8).

9. Become acquainted with the principles of business administration and personal finance (No. 9).

Program structure

Stage 1

Organization management

Course	Subject	Scale	Course hours
030712	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

At the end of this course, students will be able to manage an organization using management principles.

LU 1. Organization environments

ID 1. Determine an organization's strengths and weaknesses and the opportunities and threats it faces in order to propose effective strategies.

Course	Subject	Scale	Course hours
030713	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

Description in progress

LU 2. Management process

ID 1. Use the management process in various situations for better planning, organizing, directing, and controlling (PODC).

Course	Subject	Scale	Course hours
030714	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

In this LU, students will be able to describe the roles and responsibilities of managers and the four processes that make up the management process, and apply them to simple concrete situations.

LU 3. Organization management

ID 1. Apply the management process effectively and concretely to manage a company's operations and production, human resources, finance, accounting, and

marketing.

Course	Subject	Scale	Course hours
030715	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

Description in progress

Electronic cipher

Course	Subject	Scale	Course hours
030716	SCI	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

At the end of this course and using an electronic spreadsheet, students will be able to apply basic mathematical calculations, formatting, data manipulation, and various functionalities in order to use it as a decision-making tool.

LU 1. Formatting and basic functions of an electronic spreadsheet

ID 1. Use the basic functionalities of an electronic spreadsheet to increase efficiency and autonomy in performing various administrative tasks.

Course	Subject	Scale	Course hours
030718	SCI	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

LU 2. Mathematical principles on an electronic spreadsheet

ID 1. Use basic mathematical principles with an electronic spreadsheet to accurately present accounting and financial results.

Course	Subject	Scale	Course hours
030717	SCI	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

LU 3. Introduction to data manipulation on an electronic spreadsheet

ID 1. Handle a large amount of information from a database in order to facilitate their use and representation.

Course	Subject	Scale	Course hours
030719	SCI	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Technological and collaborative tools

Course	Subject	Scale	Course hours
030720	IFM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

At the end of this course, students will be able to efficiently manage and organize their records and files. Furthermore, they will know how to use the main functionalities of popular word processing and presentation software on the market. Finally, students will be able to share and collaborate with professionalism using cloud-based tools.

LU 1. File organization and word processing tools

ID 1. Use the file manager and word processing tools effectively to facilitate document writing and management.

Course	Subject	Scale	Course hours
030721	IFM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

At the end of this learning unit, students will be able to manage and organize their records and files efficiently. Furthermore, they will know how to apply the main functionalities of word processing software to write, format, and layout professional documents.

LU 2. Collaboration and online sharing using cloud-based tools.

ID 1. To use different collaborative and online sharing tools properly in order to improve productivity, communication, efficiency, and effectiveness.

Course	Subject	Scale	Course hours
030722	IFM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

At the end of this learning unit, students will be able to use the various collaborative tools available in the cloud to create, share, and modify work files in real time to improve the productivity, communication, efficiency, and effectiveness required in the professional world. In addition, they will know how to create and present a collaborative website.

LU 3. Presenting content using multimedia technology tools

ID 1. Effectively integrate content using multimedia technology tools for better presentation, visibility, and highlighting of shared information.

Course	Subject	Scale	Course hours
030723	IFM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

At the end of this learning unit, students will be able to use various multimedia technology tools that are used in the professional world to integrate, present, and highlight content.

Organizational skills

Course	Subject	Scale	Course hours
030724	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

At the end of this course, students will be able to use their personal and professional skills to be effective and productive. In addition, they will be able to develop their leadership style and ability to work in a team. Finally, students will demonstrate ethical and professional behaviour in both virtual and real interactions.

LU 1. Personal and professional profile

ID 1. Use personal and professional skills to be effective in time management, interpersonal relationships, and productivity.

Course	Subject	Scale	Course hours
030725	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 2. Teamwork

ID 1. Developing one's skills to work as part of a team, taking into account one's strengths and challenges, as well as those of the rest of the group, in order to advance projects effectively.

Course	Subject	Scale	Course hours
030726	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Personal and professional ethics

ID 1. Comply with the rules of business ethics and professional conduct, both in communicating on social media and with colleagues or superiors, in order to avoid problematic situations (political risks, financial risks, etc.).

Course	Subject	Scale	Course hours
030727	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Introduction to human resources management

Course	Subject	Scale	Course hours
030728	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

At the end of this course, students will be able to use their personal and professional skills to be effective and productive. In addition, they will be able to develop their leadership style and ability to work in a team. Finally, students will demonstrate ethical and professional behaviour in both virtual and real interactions.

LU 1. Overview of human resources management

ID 1. Analyze the operation of the human resources department in order to position oneself in relation to different professions.

Course	Subject	Scale	Course hours
030729	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

Description in progress

LU 2. Professional fields related to integrated talent management

ID 1. Apply the occupational areas related to integrated talent management to support human resources practices in a company or organization.

Course	Subject	Scale	Course hours
030730	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Occupational areas related to health and organizational relationships

ID 1. Apply the occupational areas related to health and organizational relationships to support human resources processes in a company or organization.

Course	Subject	Scale	Course hours
030731	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Stage 1 - 1 French course based on placement test

Upgrading - Oral and written communication

Course	Subject	Scale	Course hours
026983	FRA	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Co-modal On campus	30

This course enables students to improve their language skills in reading, listening to, and writing in French. Student learning is focused on communication situations related to everyday and sometimes professional tasks. Students will develop reading and listening strategies to better understand a variety of texts and various simple messages. They also review their grammatical

concepts using reference tools in order to write short and sometimes long texts. Therefore, this bridging program will enable students to gain some confidence in reading, listening, and writing in French. This is an essential step for students to better succeed in school and in their social and professional lives.

LU 1. Reading and comprehension strategies

ID 1. Read and understand various texts to perform everyday and professional tasks

Course	Subject	Scale	Course hours
027149	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, students will develop reading and comprehension strategies using a variety of short, concrete texts in order to complete everyday and sometimes professional tasks.

LU 2. Oral comprehension and listening strategies

ID 1. Understanding a variety of speakers in informal and formal situations

Course	Subject	Scale	Course hours
027162	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their oral comprehension and listening strategies in everyday and sometimes professional communication situations.

LU 3. Writing strategies

ID 1. Writing short and long texts for everyday and professional tasks

Course	Subject	Scale	Course hours
027164	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their writing strategies to write everyday texts.

Oral communication – Functional level

Course	Subject	Scale	Course hours
026985	FRA	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

This course will enable learners to develop how they listen to oral communication to properly understand simple to moderately complex messages during communication activities in both their personal and professional lives. They will also develop communication strategies for oral formulation and interacting with a target audience during professional situations. Thus, by the end of the course, learners will be able to communicate orally to demonstrate a functional level of this skill throughout their professional careers.

LU 1. Oral comprehension of simple to moderately complex messages

ID 1. Understanding oral messages during everyday and professional tasks

Course	Subject	Scale	Course hours
027145	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will analyze and interpret simple to moderately complex oral messages in order to improve their understanding of oral communication in their future profession.

LU 2. Oral formulation of simple to moderately complex messages

ID 1. Creating oral messages to inform or be informed in a professional setting

Course	Subject	Scale	Course hours
027155	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will create concrete and sometimes complex personal and professional oral messages to make themselves understood in their workplace.

LU 3. Interacting with a target audience in a professional setting

ID 1. Interacting with various speakers during professional exchanges

Course	Subject	Scale	Course hours
027158	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will be able to interact orally and easily with others in everyday and professional tasks about familiar, concrete and sometimes abstract topics.

Oral communication – Experienced level

Course	Subject	Scale	Course hours
026987	FRA	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

This course will enable learners to develop their oral communication skills to be competent in the professional interpretation and analysis of complex and technical oral messages in their professional field. They will also develop communication strategies for oral formulation and interacting with a target audience in professional, technical and specialized situations. Thus, by the end of the course, learners will be able to communicate orally to demonstrate an experienced level of this skill throughout their professional careers.

LU 1. Analyzing and interpreting complex and technical messages

ID 1. Analyzing and interpreting various professional oral messages

Course	Subject	Scale	Course hours
027146	FRA	E60	14
Component	**Component**	**Delivery**	**Capacity**

	hours		
Theory	14	On campus	30

In this course, learners will analyze and interpret complex and technical oral messages in order to understand oral messages and interact in their future profession.

LU 2. Oral formulation of complex and technical professional messages

ID 1. Formulate complex and technical professional oral messages

Course	Subject	Scale	Course hours
027157	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will orally create complex and technical professional messages in order to interact in their workplace in an exemplary manner.

LU 3. Interacting with a target audience during professional, technical, and specialized situations

ID 1. Interacting in a professional setting during technical and specialized tasks

Course	Subject	Scale	Course hours
027159	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will interact with a target audience in professional, technical and specialized situations in order to advance in their profession.

Stage 1 - 1 English course based on placement test

Foundations of English

Course	Subject	Scale	Course hours
026988	ENL	E60	42

Component	Component hours	Delivery	Capacity

| Theory | 42 | Co-modal | 30 |
| | | On campus | |

Foundations of English is an ESL course for absolute beginners. During this course, the learner will use spoken and written language in everyday situations. The course corresponds to levels 1 to 3 of the Canadian Language Benchmarks.

UA 1. Foundations of English: Writing (Exit Level CLB 3)

ID 1. Write simple sentences about familiar information related to daily life and experience

Course	Subject	Scale	Course hours
027154	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will write simple texts related to everyday situations. The course corresponds to levels 1 to 3 of the Canadian Language Benchmarks.

UA 2. Foundations of English: Reading (Exit Level CLB 3)

ID 1. Read and extract basic information from short, simple texts related to daily life and experience

Course	Subject	Scale	Course hours
027169	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read simple texts related to everyday situations. The course corresponds to levels 1 to 3 of the Canadian Language Benchmarks.

UA 3. Foundations of English: Oral Communication (Exit Level CLB 3)

ID 1. Communicate and understand basic information in simple sentences about immediate needs and personal experiences

Course	Subject	Scale	Course hours
027174	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate basic information about immediate needs and personal experiences. The course corresponds to levels 1 to 3 of the Canadian Language Benchmarks.

Oral Communication: Beginner Level

Course	Subject	Scale	Course hours
026990	ENL	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

During this course, the learner will improve his or her oral communication skills using daily life, educational and professional situations. The course corresponds to levels 4 to 5 of the Canadian Language Benchmarks.

UA 1. Beginner: Everyday Oral Communication (Exit Level : CLB 4)

ID 1. Communicate simple information about common everyday activities and show initial understanding of some complex structures

Course	Subject	Scale	Course hours
027152	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate information about immediate needs and personal experiences. The course corresponds to level 4 of the Canadian Language Benchmarks.

UA 2. Beginner: Expanding everyday Oral Communication (Exit Level : CLB 5)

ID 1. Communicate moderately complex information about common everyday activities and show understanding of complex structures

Course	Subject	Scale	Course hours
027167	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate moderately complex, everyday information. The course corresponds to level 5 of the Canadian Language Benchmarks.

UA 3. Beginner: Work-Related Oral Communication (Exit Level : CLB 5)

ID 1. Communicate and understand moderately complex information about common educational and professional situations

Course	Subject	Scale	Course hours
027172	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate moderately complex, everyday information. The course corresponds to level 5 of the Canadian Language Benchmarks.

Oral Communication: Intermediate Level

Course	Subject	Scale	Course hours
026992	ENL	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

During this course, the learner will develop confidence in oral communication skills using daily life, educational and professional situations. The course corresponds to levels 6 to 7 of the Canadian Language Benchmarks.

UA 1. Intermediate: Everyday Oral Communication (Exit Level CLB 6)

ID 1. Communicate and understand routine social situations and present concrete information in some detail about familiar topics of personal relevance

Course	Subject	Scale	Course hours
027153	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate moderately complex, everyday information. This course corresponds to Level 6 of the Canadian Language Benchmarks.

UA 2. Intermediate: Expanding Everyday Oral Communication (Exit Level CLB 7)

ID 1. Communicate and understand, with some confidence, in many daily routines, and present concrete and some abstract information on an expanding range of familiar topics

Course	Subject	Scale	Course hours
027168	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate complex, everyday information. This course corresponds to Level 7 of the Canadian Language Benchmarks.

UA 3. Intermediate: Work-related Oral Communication (Exit Level CLB 7)

ID 1. Communicate and understand, with some confidence, in educational and professional situations, and present concrete and some abstract information on an expanding range of familiar topics

Course	Subject	Scale	Course hours
027173	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will communicate complex information about academic and professional situations. This course corresponds to Level 7 of the Canadian Language Benchmarks.

Stage 2

Introduction to financial accounting

Course	Subject	Scale	Course hours
030748	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

By the end of this course, learners will be able to make basic entries in a general journal (GJ), report to

the general ledger (GL) and prepare financial statements for a service and commercial sole proprietorship.

LU 1. Preliminary financial statements for a service sole proprietorship

ID 1. Presenting the preliminary financial statements of a service sole proprietorship in order to reflect the financial position and performance of the business.

Course	Subject	Scale	Course hours
030749	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 2. Introduction to accounting for a service sole proprietorship

ID 1. Carrying out an accounting cycle for a service sole proprietorship up to the preparation of the preclosing trial balance.

Course	Subject	Scale	Course hours
030750	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Introduction to accounting for a commercial sole proprietorship

ID 1. Preparing preliminary financial statements for a commercial sole proprietorship up to the preparation of the preclosing trial balance.

Course	Subject	Scale	Course hours
030751	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Personal finances

Course	Subject	Scale	Course hours
030752	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

Description in progress

LU 1. Personal financial project

ID 1. Plan personal financial projects to improve one's current financial situation and move towards an optimal financial situation.

Course	Subject	Scale	Course hours
030753	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 2. Budget management and personal balance sheet

ID 1. Produce a budget and personal balance sheet, taking care to put in place concrete and realistic measures that will allow for balanced budgets.

Course	Subject	Scale	Course hours
030754	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Tax concepts for Ontario individuals

ID 1. Interpret a general T1 and an employee's pay statement in order to distinguish the various Canadian

tax mechanisms according to their particular characteristics.

Course	Subject	Scale	Course hours
030755	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Marketing principles

Course	Subject	Scale	Course hours
030759	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

Description in progress

LU 1. Marketing mix and environment

ID 1. Apply the marketing principles of the internal and external environment of a company, market concepts, sales segmentation, positioning, and forecasting as well as two marketing mix variables - product and price - in order to propose solutions.

Course	Subject	Scale	Course hours
030760	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Upcoming

ID 1. Apply the marketing principles of three marketing mix variables - distribution, communication, customer relationship management - as well as marketing research and consumer behavior in order to propose solutions.

Course	Subject	Scale	Course hours
030761	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Application of marketing principles

ID 1. Apply marketing mix principles in order to develop a product and all elements of a marketing campaign by recreating the competitive market.

Course	Subject	Scale	Course hours
030762	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Microeconomic analysis

Course	Subject	Scale	Course hours
030763	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

Description in progress

LU 1. Supply, demand and market functioning

ID 1. Using the supply and demand model and the elasticity parameters, rigorously evaluate the effect of a shock on a market in order to explain and anticipate the decisions of economic agents in that

market.

Course	Subject	Scale	Course hours
030764	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 2. Consumer behaviour

ID 1. Proposing efficient choices to a given consumer regarding the consumption of goods and services, savings, recreation, and labour supply, taking into account the relevant socio-economic variables that determine their economic decisions.

Course	Subject	Scale	Course hours
030765	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Producer behaviour

ID 1. Provide a business with efficient competitive strategies to increase its long-term profitability through rigorous analysis of the business environment in which it operates.

Course	Subject	Scale	Course hours
030766	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Business law

Course	Subject	Scale	Course hours
030767	JUR	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	35

Description in progress

LU 1. Canadian and Ontario legal systems

ID 1. Effectively support an organization's dispute resolution process by conducting the requested research on Canadian and Ontario legal systems.

Course	Subject	Scale	Course hours
030768	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 2. Legal forms of organizations

ID 1. Propose to an organization, taking into account its business objectives, the legal form that would allow it to take advantage of the tax regulations of businesses in Canada and Ontario

Course	Subject	Scale	Course hours
030769	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

LU 3. Legal responsibilities of an organization

ID 1. Apply the legal and Common Law requirements specific to an organization's business environment in order to minimize its legal risk.

Course	Subject	Scale	Course hours

Course	Subject	Scale	Course hours	
030770	JUR	E60	14	

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

Description in progress

Stage 2 - 1 French course based on placement test

Oral communication – Functional level

Course	Subject	Scale	Course hours
026984	FRA	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

This course will enable learners to develop their skills in writing, reading and producing simple to moderately complex texts related to their profession. They will become familiar with the characteristics of several technical and professional texts in order to disseminate them. They will learn reading and writing strategies and use auto-correction tools to improve their writing skills. In addition, they will gain skills in text comprehension. Thus, learners will become competent readers and writers in order to affirm their Francophone identity on today's and tomorrow's job market.

LU 1. Reading and comprehension of professional texts

ID 1. Understanding varied texts in order to inform or be informed about the professional environment.

Course	Subject	Scale	Course hours
027147	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their reading and interpretation skills using a variety of short and simple functional-level texts in order to accomplish professional tasks.

LU 2. Writing texts in a professional setting

ID 1. Writing short and long texts for professional tasks.

Course	Subject	Scale	Course hours
027156	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their skills in writing functional-level professional documents.

LU 3. Producing administrative messages linked to the professional field

ID 1. Writing professional messages for varied audiences.

Course	Subject	Scale	Course hours
027160	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their skills in producing functional-level professional administrative messages.

Oral communication – Experienced level

Course	Subject	Scale	Course hours
026986	FRA	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

This course will enable learners to develop their skills in reading, writing and producing varied texts that are related to their profession. They will become familiar with the characteristics of several often complex technical and professional texts. They will learn reading and writing strategies and use auto-correction tools to improve their writing skills. In addition, they will gain skills in comprehending texts that are often complex. Thus, learners will become competent readers and writers in order to affirm their Francophone identity on today's and tomorrow's job market.

LU 1. Reading and analyzing professional and specialized texts

ID 1. Carefully analyze and interpret technical and specialized techniques.

Course	Subject	Scale	Course hours
027161	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their skills in reading and interpreting a variety of professional documents at an experienced level in order to inform themselves and others.

LU 2. Writing professional and specialized texts

ID 1. Writing a variety of texts to perform professional, technical and specialized tasks.

Course	Subject	Scale	Course hours
027148	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their skills in writing professional documents at an experienced level.

LU 3. Producing varied and specialized administrative texts in the professional field

ID 1. Write complex and specialized texts related to the professional field.

Course	Subject	Scale	Course hours
027163	FRA	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

In this course, learners will develop their skills in producing professional administrative documents at an experienced level.

Stage 2 - 1 English course based on placement test

Written Communication: Beginner Level

Course	Subject	Scale	Course hours
026989	ENL	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

During this course, the learner will improve written communication skills using daily life, educational and professional situations. The course corresponds to levels 4 to 5 of the Canadian Language Benchmarks.

UA 1. Beginner: Familiar Reading and Writing (Exit Level: CLB 4)

ID 1. Read and write simple texts about familiar information related to daily life and experience

Course	Subject	Scale	Course hours
027150	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read and write simple texts related to everyday situations. The course corresponds to level 4 of the Canadian Language Benchmarks.

UA 2. Beginner: Routine Reading and Writing (Exit Level: CLB 5)

ID 1. Read and write short, simple to moderately complex texts about familiar, concrete topics related to daily life and experience

Course	Subject	Scale	Course hours
027165	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read and write moderately complex texts related to everyday situations. The course corresponds to level 5 of the Canadian Language Benchmarks.

UA 3. Beginner: Work-related Reading and Writing (Exit Level: CLB 5)

ID 1. Read and write short, simple to moderately complex texts related to educational and professional situations

Course	Subject	Scale	Course hours
027170	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read and write moderately complex texts related to academic and professional situations. The course corresponds to level 5 of the Canadian Language Benchmarks.

Written Communication: Intermediate Level

Course	Subject	Scale	Course hours
026991	ENL	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	On campus	30

During this course, the learner will develop confidence in written communication skills using daily life, educational and professional situations. The course corresponds to levels 6 to 7 of the Canadian Language Benchmarks.

UA 1. Intermediate: Familiar Reading and Writing (Exit Level: CLB 6)

ID 1. Read and write short, moderately complex descriptions, narrations, and communications about familiar, concrete topics relevant to personal interests and experience

Course	Subject	Scale	Course hours
027151	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read and write moderately complex texts related to everyday situations. The course corresponds to level 6 of the Canadian Language Benchmarks.

UA 2. Intermediate: Routine Reading and Writing (Exit Level: CLB 7)

ID 1. Read and write clear, moderately complex texts about familiar, concrete topics relevant to daily and social contexts

Course	Subject	Scale	Course hours
027166	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read and write complex, extended texts related to everyday situations. The course corresponds to level 7 of the Canadian Language Benchmarks.

UA 3. Intermediate: Work-related Reading and Writing (Exit Level: CLB 7)

ID 1. Read and write clear, moderately complex texts about familiar, concrete topics relevant to educational and professional contexts

Course	Subject	Scale	Course hours
027171	ENL	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

During this course, the learner will read and write complex, extended texts related to academic and professional situations. The course corresponds to level 7 of the Canadian Language Benchmarks.