

Business Administration Techniques- CNF – CO-OP- 51858

August 1, 2024

Program Summary

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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 Techniques - CNF – CO-OP

Program code: 41750

Program duration: 630

Internship hours: 0

Number of stages: 2

Type of certification: 1 year

Diploma sought: Ontario College Diploma

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

Possible pathways

Students who have obtained a diploma in Business Administration Techniques can request a transfer to any of these programs.

Business Administration

- 61719 - Business administration co-operative program

Exit profile

Graduates from this program help plan, organize, direct and control the operations of an organization to achieve its objectives. They are proficient in the use of information technology. They also participate in analyses relating to operational decision-making in a dynamic context. Graduates are autonomous, organized and effective team players.

Like all students of La Cité, graduates of the Business Administration Techniques program set themselves apart through the formal inclusion of the 4 Cité skills: Entrepreneurship and initiative, Creativity, Commitment and Bilingual Ability.

Language profile

Language profile

- Prepare various texts (e-mails, memos, meeting minutes) to inform employees, clients and supervisors.
- Easily understand various documents (letters, memos, résumés, reports) to ensure follow-up, place orders, plan meetings.
- Interact with various audiences in relation to administrative tasks and the dissemination of information (colleagues, employees, managers, clients).
- Understand different clientele (colleagues, employees, managers, clients) and be able to interpret and adequately respond to inquiries, complaints, follow-ups.

Language skill 1: Writing

French writing level according to the FL1 benchmark: Experienced

English writing level according to Canadian Language Benchmarks (CLB): 6-7

- Prepare technical, complex, concrete and abstract texts (memos, letters and various long and short reports).
- Write clear, concise documents.
- Prepare technical and often specialized texts spontaneously using various grammatical structures.
- Spontaneously apply tense agreement to communicate a variety of information and knowledge to a wide audience.

- Understand the author's intent to assess and interpret the information.
- Use everyday and often technical vocabulary to express actions and ideas related to concrete and sometimes abstract everyday and professional tasks, based on context, recipient and intention.
- Write various types of texts (e-mails, letters, press releases) using a clear and concise style and showing tact and diplomacy.

Language skill 2: Reading

French reading level according to the FL1 benchmark: Experienced

English reading level according to 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 the information.
- Understand formal, informal and technical texts, including complex grammatical structures related to processes and instructions.
- Understand simple and composite 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 popularize information and knowledge to communicate with various audiences.

Language skill 3: Oral expression

French oral expression level according to the FL1 benchmark: Experienced

English oral expression level according to CLB: 6-7

- Speak with diverse clients using a syntax that never hinders communication.
- Consider non-verbal elements (posture, attire, eye contact and attitude).
- Often master elements of voice (different intonations, rate of speech, volume, articulation, parasite words) to express attitudes, conditions and feelings.
- Produce various complex messages for all types of professions.
- Master the linguistic code and easily self-correct to clarify the message.

Language skill 4: Oral comprehension

French oral comprehension level according to the FL1 benchmark: Experienced

English oral comprehension level according to CLB: 6-7

- Spontaneously understand language registers in order to deal with various clientele (managers, colleagues, clients).
- Understand various complex messages for professional styles: dominant, descriptive, explanatory, argumentative, justification.
- Easily understand technical and often specialized messages related to the professional field.
- Quickly understand instructions 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 (rule of address and politeness, rapports between generations, sexes, statuses, cultures, social groups).

Program skills

Specific skills

1. Collaborate, communicate and develop good business relations.
2. Use an organization's technological tools.
3. Participate in the management of an organization's human resources in compliance with current standards.
4. Participate in the management of an organization's financial resources in compliance with applicable standards.
5. Participate in the management of an organization's operations and material resources in compliance with applicable standards.
6. Participate in the management of an organization's information resources in order to facilitate decision-making.

7. Collaborate in the development and implementation of an organization's marketing plan.

Vocational learning outcomes (VLOs)

1. Identify and discuss the impact of global issues on an organization's business opportunities by conducting an environmental scan.
2. Apply the principles of sustainable development, social responsibility and business ethics to support an organization's business initiatives.
3. Use current concepts, systems and technologies to support an organization's business initiatives.
4. Use basic research skills to support the business decision-making process.
5. Support project planning, implementation and monitoring.
6. Perform work in accordance with applicable laws, regulations and business practices.
7. Explain the role of the human resources function and its impact on an organization.
8. Use accounting and financial principles to support an organization's activities.
9. Describe and use the marketing and sales concepts used to support an organization's activities.
10. Describe the principles of supply chain and business management.
11. Describe and evaluate the components of a business plan.
12. Develop ongoing personal and professional development strategies to improve job performance in the commercial sector.

Program structure

Stage 1

Organization management

Course	Subject	Scale	Course hours
030712	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online	35
		Remote	
		On campus	

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	Remote	35
		On campus	

In this learning unit, students will be able to determine the components of an organization’s internal environment, as well as its main functions, which will enable them to identify the opportunities and threats emanating from its industry and its PESTLE environment (political, economic, social, technological, legal and environmental) in order to propose effective strategies.

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	Remote	35
		On campus	

In this learning unit, students will be able to use the management process in concrete, simple situations, based on hierarchical roles and responsibilities for better planning, organizing, directing and controlling (PODC).

LU 3. Organization management

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

Course	Subject	Scale	Course hours
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030715	ADM	E60	14
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Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

At the end of this learning unit, students will be able to apply the management process to manage operations and production, human resources, finance and accounting, and marketing. They will also be able to take into account the particularities of their internal and external environments in the management process.

Electronic cipher

Course	Subject	Scale	Course hours
030716	SCI	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote On campus	35

At the end of this course, 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	Remote On campus	35

At the end of this learning unit, students will be able to use basic spreadsheet functionalities (formatting,

layout and functions) to efficiently carry out various administrative tasks.

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	Remote On campus	35

By the end of this unit, students will be able to use basic mathematical principles and spreadsheets to accurately present accounting and financial results.

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	Remote On campus	35

At the end of this learning unit, students will be able to exploit and represent a large volume of data using spreadsheet functionalities to facilitate decision-making.

Technological and collaborative tools

Course	Subject	Scale	Course hours
030720	IFM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online	35

Remote

On campus

By the end of this course, students will be able to manage and organize their files and folders effectively. In addition, they will know how to use the main functions of the word processing and presentation software currently on the market. Finally, students will be able to share and collaborate professionally 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	Remote On campus	35

At the end of this learning unit, students will be able to manage and organize their records and files efficiently. In addition, they will know how to apply the main functionalities of word processing software to write, format and lay out 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	Remote 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	Remote On campus	35

At the end of this learning unit, students will be able to use a variety of 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	Online Remote 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 teamwork skills. Finally, students will demonstrate ethical and professional behaviour in both virtual and real interactions.

LU 1. Personal and professional profile

ID 1. Develop 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
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Theory	14	Remote	35
		On campus	

At the end of this learning unit, students will be able to determine their own and others' personality types in order to foster better interpersonal relationships. They will be able to increase personal and professional productivity by setting goals and using effective habits and strategies.

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	Remote	35
		On campus	

By the end of this learning unit, students will have carried out a project with a social impact. This will equip them to work effectively in a professional team. More specifically, they will have acquired teamwork techniques such as: how to generate ideas, respect objectives and determine members' roles and tasks, divide the project into stages, lead meetings and make decisions as a team.

LU 3. Personal and professional ethics

ID 1. Respect the rules of ethics and professional conduct, both when communicating on social media and with colleagues or superiors, in order to avoid problematic situations.

Course	Subject	Scale	Course hours
030727	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote	35
		On campus	

At the end of this learning unit, students will be able to analyze a real-world situation involving a breach of ethics in an organization, both in their interactions on social media and with colleagues or superiors and make recommendations to prevent a recurrence.

Introduction to human resources management

Course	Subject	Scale	Course hours
030728	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote On campus	35

The Introduction to Human Resources Management course provides students with an overview of the fundamental principles of human resources management. By exploring the roles and responsibilities of managers, the structure of departments, the various fields of expertise such as staffing, compensation, training, performance management, labour relations and health, and safety and wellness in the workplace, students will gain a clear understanding of the crucial role of human resources within a company. At the end of the course, students will have an in-depth knowledge of what human resources professionals do and their importance in managing employees. They will be ready to recognize the different aspects of HRM and appreciate its impact on the overall functioning of an organization.

LU 1. The basics of human resources management

ID 1. Analyze the functioning and roles of the human resources department to understand its importance within an organization.

Course	Subject	Scale	Course hours
030729	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

At the end of this learning unit, students will be able to analyze the workings of a human resources department and distinguish between the different functions and services related to human resources, as well as the roles of HR professionals, whether generalists, specialists or those working in specific professions in this field. In addition, students will understand the division of responsibilities in HRM and be aware of the influence of the external and internal environment on HR practices.

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	Remote On campus	35

At the end of this learning unit, students will be familiar with the main concepts in professional fields related to integrated talent management, more specifically in staffing, compensation, training and performance management. They will be able to apply the basic concepts in each field to develop relevant human resources recommendations. In addition, they will be able to understand the impact of these practices on the company's overall success, thus strengthening their appreciation of the importance of human resources management in the organizational context.

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	Remote On campus	35

At the end of this learning unit, students will be familiar with the main concepts in professional fields related to health and organizational relations, more specifically in labour relations, health, safety and wellness in the workplace, and the establishment of a healthy, inclusive and diverse work climate. They will be able to apply the basic concepts in each field to develop relevant human resources recommendations. In addition, they will be able to understand the impact of these practices on the company's overall success, thus strengthening their appreciation of the importance of human resources management in the organizational context.

Stage 1- 1 French course based on placement test

Upgrading- Oral and written communication

Course	Subject	Scale	Course hours
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026983	FRA	E60	42
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Component	Component hours	Delivery	Capacity
Theory	42	Remote 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	Remote 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	Remote	30

On campus

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	Remote	30
		On campus	

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	Remote	30
		On campus	

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	Remote	30
		On campus	

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	Remote	30
		On campus	

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	Remote	30
		On campus	

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	Remote	30
		On campus	

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 hours	Delivery	Capacity
Theory	14	Remote	30
		On campus	

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	Remote	30
		On campus	

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	Remote 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	Remote Co-modal On campus	30

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.

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.

LU 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	Remote	30
		On campus	

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.

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.

LU 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	Remote	30
		On campus	

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.

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.

LU 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	Remote	30
		On campus	

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.

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	Remote 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.

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.

LU 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	Remote 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.

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.

LU 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	Remote 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.

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

LU 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	Remote 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.

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	Remote	30

On campus

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.

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.

LU 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	Remote	30
		On campus	

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

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

LU 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	Remote	30
		On campus	

During this course, the learner will communicate moderately complex, everyday information. This course

corresponds to Level 7 of the Canadian Language Benchmarks.

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

LU 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	Remote 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.

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	Online Remote On campus	35

At the end of this course, students will be able to make basic entries in the general journal (GJ), report to the general ledger (GL), prepare the trial balance (TB) and present the 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	Remote	35
		On campus	

At the end of this learning unit, students will be able to present preliminary financial statements (FS); the income statement, the statement of shareholders' equity and the balance sheet, in order to reflect the financial situation and performance of an service sole proprietorship.

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	Remote	35
		On campus	

At the end of this learning unit, students will be able to carry out an accounting cycle for a service sole proprietorship up to the preparation of the preclosing trial balance.

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	Remote	35

On campus

At the end of this learning unit, students will be able to prepare the preliminary financial statements of a sole proprietorship, following the accounting cycle up to the preparation of the preclosing trial balance.

Personal finances

Course	Subject	Scale	Course hours
030752	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote On campus	35

This course will introduce students to the management of their personal finances. Students will be able to set up financial projects and understand the basics of using credit in Canada. Students will be able to produce a balance sheet and a personal budget and apply a number of tax strategies based on different financial vehicles. Finally, students will be able to evaluate the tax impact of various items on a Canadian tax return.

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	Remote On campus	35

At the end of this learning unit, students will be able to improve their financial situation and set up personal financial projects to move towards an optimal financial situation.

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	Remote On campus	35

At the end of this learning unit, students will be able to draw up a budget and a personal balance sheet. They will interpret the net worth on the balance sheet and the budget surplus/deficit obtained and offer appropriate strategies for improving the financial situation with the aim of achieving financial independence.

LU 3. Canadian tax concepts and public services

ID 1. Interpret the personal income tax and benefit return, the payroll statement and the employee's employment income slip to distinguish the different Canadian tax mechanisms according to their specific features.

Course	Subject	Scale	Course hours
030755	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

At the end of this learning unit, students will be able to evaluate the tax impact of various items on a Canadian tax return, estimate taxes using the appropriate tax tables, and apply their knowledge to proactively improve their personal financial situation.

Marketing principles

Course	Subject	Scale	Course hours
030759	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote	35

On campus

At the end of this course, students will be able to put into practice the components of the marketing mix, such as product, price, place (distribution), promotion (communication) and customer experience. In addition, they will be able to apply these concepts in a constantly evolving environment, adapting strategies according to consumers' needs and desires. Finally, students will be able to analyze market trends to develop effective and innovative marketing strategies in a competitive environment.

LU 1. Fundamental marketing concepts

ID 1. Apply marketing principles to an organization's internal and external environment, market concepts, segmentation, positioning and sales forecasting, while taking into account consumer behaviour and decision-making processes.

Course	Subject	Scale	Course hours
030760	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote	35
		On campus	

At the end of this LU, students will be able to apply the principles of marketing to an organization's internal and external environment, market concepts, segmentation, positioning and sales forecasting, while taking into account consumer behaviour and the decision-making process.

LU 2. Strategic marketing mix planning

ID 1. Apply marketing mix principles to product and service creation and management, pricing, distribution and supply chain management, and the development of an integrated marketing campaign (IMC).

Course	Subject	Scale	Course hours
030761	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote	35
		On campus	

By the end of this LU, students will be able to apply marketing mix principles to product and service creation and management, pricing, distribution and supply chain management, and the development of an integrated marketing campaign (IMC).

LU 3. Implementing marketing tactics

ID 1. Make decisions in relation to the variables of the marketing mix in order to develop a product portfolio and all the elements of a marketing campaign in a competitive environment.

Course	Subject	Scale	Course hours
030762	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

At the end of this LU, students will be able to make decisions regarding the variables of the marketing mix, with the aim of developing a product portfolio and all the elements of a marketing campaign in a competitive environment.

Microeconomic analysis

Course	Subject	Scale	Course hours
030763	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote On campus	35

At the end of this course, learners will be able to use the tools of microeconomic analysis, in particular the supply and demand model, to analyze, in the context of globalization, the functioning of markets for goods, services, financial products and labour in Canada. They will be able to provide economic agents, consumers, producers and public agencies with the economic information they need to make more efficient business decisions and take advantage of market opportunities in Canada and around the world.

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	Remote	35
		On campus	

At the end of this learning unit, students will be able to rigorously evaluate the effect of a shock on a market, using the supply-demand model and elasticity parameters, in order to explain and anticipate the decisions of economic agents in this market.

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	Remote	35
		On campus	

At the end of this learning unit, students will be able to propose efficient choices to a given consumer in terms of consumption of goods and services, savings, leisure and labour supply, taking into account the relevant socio-economic variables that determine their economic decisions.

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	Remote	35
		On campus	

At the end of this learning unit, students will be able to propose efficient competitive strategies to increase a company's long-term profitability, based on a rigorous analysis of the business environment in which it operates.

Business law

Course	Subject	Scale	Course hours
030767	JUR	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote On campus	35

At the end of this course, students will be able to support the dispute resolution process within an organization by conducting the required research on the Canadian and Ontario legal systems. In addition, they will be able to recommend the appropriate legal form for an organization. Finally, they will be able to apply the legal and Common Law requirements specific to an organization's business environment.

LU 1. Canadian and Ontario legal systems

ID 1. Effectively support an organization's dispute resolution process by researching the Canadian and Ontario legal systems.

Course	Subject	Scale	Course hours
030768	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

In this learning unit, students will identify the fundamental notions of law (concepts, divisions, areas and principles of law; Canadian legal traditions, sources of law), distinguish between the different legal systems in Canada and Ontario, and effectively support the dispute resolution process within an organization.

LU 2. Legal forms of organizations

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

Course	Subject	Scale	Course hours
030769	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

In this learning unit, students will develop an awareness of the characteristics of each of the legal forms of enterprise, as well as their respective legal advantages and disadvantages, in order to recommend the appropriate structure for a given business model.

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
030770	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

In this LU, students will identify the legal and Common Law requirements to which an organization operating in a given business environment must conform with regard to third parties, business partners, creditors, employees, consumers and intellectual property.

Stage 2- 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	Remote 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	Remote 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	Remote 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	Remote 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
026984	FRA	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote 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	Remote 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	Remote 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	Remote 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	Online Remote 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	Remote	30
		On campus	

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	Remote	30
		On campus	

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	Remote	30

On campus

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

Foundations of English

Course	Subject	Scale	Course hours
026988	ENL	E60	42

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

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.

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.

LU 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	Remote 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.

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.

LU 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	Remote	30
		On campus	

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.

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.

LU 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	Remote	30
		On campus	

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.

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.

Written Communication: Beginner Level

Course	Subject	Scale	Course hours
026989	ENL	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote 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. 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.

LU 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	Remote 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.

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.

LU 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	Remote 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.

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.

LU 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	Remote 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.

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	Online Remote 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.

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.

LU 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	Remote On campus	30

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

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.

LU 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	Remote On campus	30

In this course, students will develop their linguistic skills in order to understand and write long, complex texts related to everyday situations. This course corresponds to Level 7 of the Canadian Language Benchmarks.

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.

LU 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	Remote On campus	30

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

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.

Stage 2- Elective CO-OP

CO-OP I Placement

ID 1. Apply the knowledge and skills acquired during training in a related work environment.

ID 2. Correctly write documents and reports according to workplace expectations.

ID 3. Develop professional attitudes and skills in the workplace.

ID 4. Carry out the tasks expected by the employer in a time-efficient manner.

ID 5. Apply problem-solving methods in the performance of tasks.

Course	Subject	Scale	Course hours
027178	STC	ECR	420

Component	Component hours	Delivery	Capacity
Stage	420	Remote On campus	35

At the end of this workshop, students will be able to get to know themselves better. In addition, they will know how to write and format résumés, references and cover letters according to professional layout standards. They will master job search and interview techniques. At the end of the co-op placement, thanks to the concepts acquired and skills developed throughout their training, and with the guidance of

their placement advisor and placement supervisor, students will be ready for the job market.

Stage 3

Macroeconomic analysis

Course	Subject	Scale	Course hours
030774	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

LU 1. Macroeconomic indicators and Canadian economic conditions

ID 1. Select the appropriate macroeconomic indicators to support an organization's decision-making process, based on Canadian and global economic conditions.

Course	Subject	Scale	Course hours
030775	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 2. Macroeconomic stabilization policies

ID 1. Propose relevant business strategies to maintain an organization's competitiveness in light of the macroeconomic monetary and fiscal stabilization policies put in place by governments.

Course	Subject	Scale	Course hours
030776	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35

On campus

LU 3. Canada's international economic relations

ID 1. Rigorously analyze Canada's international trade patterns in order to suggest international expansion strategies to a Canadian organization, and to attract international investment in a Canadian organization.

Course	Subject	Scale	Course hours
030778	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

Advanced spreadsheet functions

Course	Subject	Scale	Course hours
030779	IFM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

LU 1. Cross-tabulation and advanced functions

ID 1. Manage a database using cross-tabulations and advanced spreadsheet functions to create a dashboard.

Course	Subject	Scale	Course hours
030780	IFM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35

On campus

LU 2. Automated instructions and analysis

ID 1. Manipulate advanced functions to calculate and analyze data using a spreadsheet program, while optimizing results.

Course	Subject	Scale	Course hours
030781	IFM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

LU 3. Business solutions and macros

ID 1. Use spreadsheet macros to automate commands.

Course	Subject	Scale	Course hours
030782	IFM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

Legal aspects of human resources

Course	Subject	Scale	Course hours
030783	JUR	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online	35
		On campus	

LU 1. Employment standards

ID 1. Apply Ontario's minimum legal employment standards in a way that upholds the rights of workers in provincially regulated organizations.

Course	Subject	Scale	Course hours
030784	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 2. Health and safety at work

ID 1. To recommend appropriate workplace prevention initiatives related to employee health and safety, adapted to the organization's context and consistent with duties and obligations under the Ontario Occupational Health and Safety Act.

Course	Subject	Scale	Course hours
030785	JUR	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 3. Relationships

ID 1. Determine appropriate labour relations administration actions based on the organization's context and in accordance with the Ontario Labour Relations Act.

Course	Subject	Scale	Course hours
030787	JUR	E60	14

Component	Component hours	Delivery	Capacity
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Theory	14	Online	35
		On campus	

Statistics for managers

Course	Subject	Scale	Course hours
030786	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online	35
		On campus	

LU 1. Descriptive statistics

ID 1. Following presentation of a set of measured data or a sample, interpret results to support business decisions.

Course	Subject	Scale	Course hours
030789	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

LU 2. Probability and data collection

ID 1. Analyze a representative sample of data by calculating probabilities to optimize decision-making.

Course	Subject	Scale	Course hours
030791	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35

On campus

LU 3. Statistical inference

ID 1. Evaluate generalized forecasts from collected data using linear regression to support business decisions.

Course	Subject	Scale	Course hours
030792	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

Interim financial accounting

Course	Subject	Scale	Course hours
030793	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

LU 1. Introduction to accounting for a business corporation

ID 1. Interpret a business corporation's preliminary financial statements to analyze its financial position and performance.

Course	Subject	Scale	Course hours
030795	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35

On campus

LU 2. Inventories, fixed assets, debt and equity

ID 1. Demonstrate the effect on the accounting equation of transactions related to inventories, fixed assets, liabilities and shareholders' equity for a business corporation.

Course	Subject	Scale	Course hours
030796	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

LU 3. Adjustment and closing entries

ID 1. Demonstrate the impact of accruals and deferrals on the accounts of a business corporation in order to close them.

Course	Subject	Scale	Course hours
030797	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

Creativity and innovation

ID 1. Develop an efficient, creative and innovative methodology, using a variety of tools to nurture one's creative spirit.

ID 2. Propose innovative solutions to meet an organization's needs.

Course	Subject	Scale	Course hours
030799	ADM	ECR	42

Component	Component hours	Delivery	Capacity
Capstone project	42	Online On campus	35

Under development

Customer approach management

Course	Subject	Scale	Course hours
030801	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

Under development

LU 1. Introduction to sales and sales techniques

ID 1. Apply sales techniques using customer relationship management software to support a company's sales activities.

Course	Subject	Scale	Course hours
030805	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

Under development

LU 2. Introduction to customer service

ID 1. Determine the different aspects of customer service in order to identify and apply methods and principles that promote business growth and success.

Course	Subject	Scale	Course hours
030803	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

Under development

LU 3. Customer loyalty and customer service implementation

ID 1. Implement customer service and loyalty strategies.

Course	Subject	Scale	Course hours
030804	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

Under development

Stage 3- General education elective course

General education

Course	Subject	Scale	Course hours
	General education	E50	14

Component	Component hours	Delivery	Capacity
Theory	14	In Class	0

Stage 1

Operations management

Course	Subject	Scale	Course hours
030777	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

This course aims to equip students with the fundamental skills to analyze, plan and optimize operations, supply chain, production and quality from an organizational performance perspective in order to control and manage operations.

LU 1. Methods for setting up an operational system

ID 1. Use operational system management tools to support the decision-making process.

Course	Subject	Scale	Course hours
031301	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

At the end of this unit, students will be able to understand the fundamentals of operations management and analyze the main levers of organizational performance. They will be able to explain the concepts of competitiveness and productivity, describe how the supply chain works, identify issues related to logistics, transportation and location, and understand production strategies as well as layout, handling and circulation (LHC) principles.

LU 2. Planning production activities for goods and services

ID 1. Apply tools and best practices to plan sales and operations.

Course	Subject	Scale	Course hours
031302	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

This unit enables students to acquire the fundamentals needed to effectively manage operations planning. They will learn to forecast demand using simple quantitative methods, master the principles of inventory management (costs, levels, methods) and organize production planning at both general and detailed levels. The unit focuses on needs analysis, decision-making and resource optimization

LU 3. Operations control and management

ID 1. Apply concepts of organization, control and management of work and operations to achieve organizational objectives.

Course	Subject	Scale	Course hours
031303	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	35

In this unit, students will be introduced to the key concepts of work scheduling, contingency management and quality management, with a view to optimizing the performance of operations in an organization. Participants will learn how to plan tasks efficiently, react in a structured way to unforeseen events and integrate quality control mechanisms.

An introduction to the use of artificial intelligence (AI) in operations management will complete this approach, highlighting its role in real-time forecasting, detection and adaptation.

Administration of public services

Course	Subject	Scale	Course hours
030790	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

Upon completion of this course, students will be able to work in municipal, provincial or federal public administration, as well as in organizations that do business with these levels of government.

LU 1. Decision-making in the public and parapublic sectors

ID 1. Rigorously support the decision-making process of public and parapublic administrations in order to respond effectively to the needs of the population.

Course	Subject	Scale	Course hours
030809	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35

On campus

In this LU, students will gain a better understanding of the roles of public services in Canada and Ontario. They will develop a detailed understanding of decision-making tools, processes and mechanisms in the public sector at municipal, provincial and federal levels. This will enable them to apply professionally the decisions made by the various levels of government in Canada and Ontario, and to deal appropriately with their business partners.

LU 2. Implementation of decisions in the public and parapublic sectors

ID 1. Develop strategies to implement a decision taken by public authorities in order to ensure the performance of public and parapublic administrations.

Course	Subject	Scale	Course hours
030810	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

In this LU, students will learn how to apply decisions made in the public and parapublic political sectors rigorously and professionally, depending on the context.

LU 3. Resource management in the public and parapublic sectors

ID 1. Optimize the management of human, material and financial resources to increase the efficiency of public and parapublic administrations.

Course	Subject	Scale	Course hours
030811	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

In this LU, students will acquire skills that will enable them to contribute, within work teams, to optimizing the management of human, material and financial resources in the public and parapublic sectors.

Business processes

Course	Subject	Scale	Course hours
030794	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

LU 1. Business process modelling

ID 1. Model business processes in electronic format to improve the concept of added value in business.

Course	Subject	Scale	Course hours
030812	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 2. Business process diagnosis

ID 1. Diagnose business processes using problem-solving methods in order to provide solutions and increase business process efficiency.

Course	Subject	Scale	Course hours
030813	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 3. Business process improvement

ID 1. Propose improvements to business processes by analyzing their added business value and their real

added value in order to optimize the overall performance of the company's activities.

Course	Subject	Scale	Course hours
030814	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

Financial management

Course	Subject	Scale	Course hours
030798	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online	35
		On campus	

LU 1. Financial analysis

ID 1. Analyze an organization's financial data to assess its performance and financial situation.

Course	Subject	Scale	Course hours
030815	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

LU 2. Processing company

ID 1. Distinguish between the different types of costs incurred by a manufacturing and processing company, in order to classify them and take them into account when managing the business.

Course	Subject	Scale	Course hours
030816	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

LU 3. Decision-making

ID 1. Apply management accounting principles to make financial and management decisions within an organization.

Course	Subject	Scale	Course hours
030817	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online	35
		On campus	

Project management

Course	Subject	Scale	Course hours
030800	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online	35
		On campus	

Under development

LU 1. Project definition

ID 1. Define a project in terms of its components, constraints, stakeholders and life cycle by drawing up a project charter and feasibility analysis.

Course	Subject	Scale	Course hours
030818	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

Under development

LU 2. Project planning

ID 1. Plan a project by producing a work breakdown structure, a project network, estimated costs and timelines to produce a Gantt chart in MS-Project.

Course	Subject	Scale	Course hours
030819	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

Under development

LU 3. Implementation and control

ID 1. Monitor the progress of the project up to close-out to ensure that execution is on schedule by using the Gantt chart.

Course	Subject	Scale	Course hours
030820	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

Under development

Staffing

Course	Subject	Scale	Course hours
030802	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

LU 1. Posting a position

ID 1. Implement recruitment tools for a position, including a job description, job posting and selection of recruitment methods to receive potential candidates.

Course	Subject	Scale	Course hours
030821	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 2. Personnel selection

ID 1. Identify the steps involved in a job-specific personnel selection process to select a candidate who meets the requirements of the position to be filled.

Course	Subject	Scale	Course hours
030822	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

LU 3. Onboarding process

ID 1. Identify the elements to include in the job offer and integration plan for a new employee in an organization in order to promote employee retention from recommended resources.

Course	Subject	Scale	Course hours
030823	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

International trade

Course	Subject	Scale	Course hours
030824	ADM	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online On campus	35

By the end of this course, students will be able to explain the fundamentals of international trade. They will be able to support the decision-making process and marketing strategy of a Canadian company wishing to engage in international trade in the context of globalization. They will also know how to meet the requirements needed to carry out an international commercial transaction on behalf of a Canadian company.

LU 1. Decision-making in international trade

ID 1. Rigorously support the decision-making process of a Canadian company wishing to trade internationally in the context of globalization.

Course	Subject	Scale	Course hours
025078	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	On campus	30

By the end of this LU, students will be able to explain the fundamentals of international trade. They will

be able to describe globalization and the business opportunities it offers Canadian companies. Finally, they will be able to rigorously support the decision-making process of a Canadian company wishing to engage in international trade in the context of globalization.

LU 2. International trade marketing strategy

ID 1. Develop an international marketing strategy for a Canadian company interested in international trade.

Course	Subject	Scale	Course hours
030807	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

At the end of this course, students will be equipped to develop or participate actively and appropriately in the development of a comprehensive international marketing strategy for a Canadian company planning to engage in international trade of goods and services in a highly competitive and multicultural global environment.

LU 3. International trade for a Canadian company

ID 1. Conduct an international business transaction in accordance with current practices and requirements.

Course	Subject	Scale	Course hours
030808	ADM	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Online On campus	35

By the end of this LU, students will have acquired a thorough understanding of all aspects of international trade. This will enable them to take the necessary steps and complete all the formalities required to efficiently conduct an international commercial transaction on behalf of a Canadian company.

Stage 4- Elective course

Differential calculus

Course	Subject	Scale	Course hours
024811	SCI	E60	42

Component	Component hours	Delivery	Capacity
Theory	42	Online Remote On campus	35

At the end of this course, students will be able to use the tools of differential calculus to formulate problems encountered in various professional situations. They will have acquired the ability to present the results of these situations in analytical and graphic form, to deduce practical solutions and make efficient recommendations.

LU 1. Limit and derivative of functions

ID 1. Apply reasoning based on derivatives of algebraic functions to present a situation in a business administration context.

Course	Subject	Scale	Course hours
024844	SCI	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote On campus	35

At the end of this LU, students will be able to transcribe a management problem into mathematical form, construct an associated function and extract its derivatives in order to solve it. They will be able to apply these tools to a wide range of problems, from corporate inventory management to portfolio investment advice.

LU 2. Transcendental and differential functions

ID 1. Develop reasoning with the tool of derivatives of transcendental functions to present a situation in a business administration context.

Course	Subject	Scale	Course hours
024847	SCI	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote	35
		On campus	

At the end of this LU, students will be able to perform various operations (arithmetic or other) on transcendental functions, use differentials appropriately and solve related rate-of-change problems.

LU 3. Optimization and curve plotting

ID 1. Skillfully apply reasoning ranging from optimization procedures to curve plotting to solve a problem.

Course	Subject	Scale	Course hours
024849	SCI	E60	14

Component	Component hours	Delivery	Capacity
Theory	14	Remote	35
		On campus	

At the end of this LU, students will be able to solve optimization problems and determine the main graphical characteristics of the curve described by a function, and to sketch this curve.

Entrepreneurial culture

ID 1. Draw up a life plan by becoming aware of one's current financial habits, setting personal goals and developing a realistic, concrete action plan that can be used to carry out projects.

ID 2. Produce a professional piece of writing according to the rules for written work.

ID 3. Enter data accurately and rigorously into a spreadsheet reproducing a banking system in order to analyze results and make decisions.

ID 4. Set up a work plan that makes it possible to manage time efficiently and get the job done on time.

ID 5. Determine the current state of a company's financial health and identify corrective measures to be taken in order to improve the elements that weaken its overall financial situation.

Course	Subject	Scale	Course hours
030154	ADM	ECR	42

Component	Component hours	Delivery	Capacity
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Capstone project	42	Online	35
		Remote	
		On campus	

In this course, students will first visualize their future plans and become aware of their current financial habits. They will then develop a realistic and concrete plan of action, which they can use as a basis for professional and personal projects.