BUSINESS (BBS)

About the Program

This two-year diploma program will establish your understanding of business management and entrepreneurship and introduce you to the digital tools and the skills necessary to succeed in the modern economy. Through practical hands-on classroom activities, and close interactions with our experienced faculty, you will learn about making business decisions, planning, teamwork and utilizing relevant business computer applications.

Upon completion of this program, you will have the option to enrol in Business Administration – Management (BAG) (https://www.senecapolytechnic.ca/programs/fulltime/BAG.html)or Business Administration – Purchasing & Supply Management (BAO) (https://www.senecapolytechnic.ca/programs/fulltime/BAO.html) and it will be possible to earn an advanced diploma in two additional semesters.

Graduates of Business (BBS) with a cumulative GPA of 3.0 or higher, have a pathway of two years toward the Honours Bachelor of Commerce – Business Management (BBM) (https://www.senecapolytechnic.ca/programs/fulltime/BBM.html).

Part-time option is available > (https://www.senecapolytechnic.ca/ce/business/general-business/business-diploma.html)

Credential Awarded

Ontario College Diploma

Duration

4 Semesters (2 Years)

Starts

January, May, September

Program and Course Delivery

This program is offered online and is also available in Seneca's hybrid delivery format. With hybrid delivery, some coursework is online and some must be completed in person. Students choosing hybrid delivery will need to come on campus to complete in-person learning requirements.

Skills

Throughout this program you will develop the following skills:

- Critical thinking
- Problem solving
- Decision making
- Research
- Teamwork

Your Career

You will graduate with job-ready skills and a have wide range of options for your career including entry level roles in sales, service and manufacturing industries.

Accreditation

Accreditation Council for Business Schools and Programs

Program of Study

Course Code	Course Name	Weekly Hours
Semester 1		
BAM101	Introduction to Business Administration	3
COM101	Communicating Across Contexts	3
or COM111	Communicating Across Contexts (Enriched)	
MBF100	Mathematics of Business and Finance [1]	3
or MBF101	Mathematics of Business and Finance	
PPS100	Professional Presentation Skills	3
SDG101	Introduction to Sustainable Business	3
SMS202	Business Computer Applications	3
Semester 2		
ACC106	Accounting I	3
MAN200	Innovation and Entrepreneurship	3
MRK108	Introduction to Marketing	3
OBR250	Organizational Behaviour	3
SMS310	Data Analysis Tools for Business	3
SOC135	Global Economic Issues	3
plus: General Education Course (1)		3
Semester 3		
CSS300	Customer Service Solutions	3
EAC594	Business Communication for the Digital Workplace	3
ECN501	Introduction to Principles of Economics - Micro	3
HRA701	Introduction to Human Resources Management	3
OPM400	Production and Operations Management - Manufacturing and Services	3
QNM223	Business Statistics	3
plus: General Education Course (1)		3
Semester 4		
ACC212	Managerial Accounting	3
BUS400	Business Economics	3
CAP500	Career Planning	1
CRM400	CRM and Selling	3
MAN400	Introduction to Project Management	3
MGS350	Management Studies: Canadian Business Law	3
plus: General Education Course (1)		3

[1] Students will be placed in the appropriate level of mathematics depending on their math skills assessment results. Students who are placed in MTH158 Introduction to Mathematics (Algebra) will be required to complete this course before taking MBF100 Mathematics of Business and Finance.

Note: The following courses will not fulfil a General Education requirement: ECN501 Introduction to Principles of Economics - Micro,

ECN502 Introduction to Principles of Economics - Macro, ECN550 Economics: An Overview.

Program Learning Outcomes

This Seneca program has been validated by the Credential Validation Service as an Ontario College Credential as required by the Ministry of Colleges and Universities.

As a graduate, you will be prepared to reliably demonstrate the ability to:

- Identify and discuss the impact of global issues on an organization's business opportunities by using an environmental scan.
- Apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization's business initiatives.
- Use current concepts/systems and technologies to support an organization's business initiatives.
- Apply basic research skills to support business decision making.
- Support the planning, implementation and monitoring of projects.
- Perform work in compliance with relevant statutes, regulations and business practices.
- Explain the role of the human resource function and its impact on an organization.
- Use accounting and financial principles to support the operations of an organization.
- Describe and apply marketing and sales concepts used to support the operations of an organization.
- Outline principles of supply chain management and operations management.
- Outline and assess the components of a business plan.
- Develop strategies for ongoing personal and professional development to enhance work performance in the business field.

Admission Requirements

- Ontario Secondary School Diploma (OSSD), or equivalent, or a mature applicant (https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html)

- English: Grade 12 C or U, or equivalent course
- Mathematics: Grade 12 C or U, or Grade 11 U or M, or equivalent course

Canadian citizens and permanent residents may satisfy the English and/or mathematics requirements for this program through successful Seneca pre-admission testing. (https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/mature-applicants.html)

Recommended upgrading for applicants who do not meet academic subject requirements (https://www.senecapolytechnic.ca/registrar/canadian-applicants/admission-requirements/upgrading-options.html).

International Student Information

International admissions requirements vary by program and in addition to English requirements (https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/english-requirements.html), programs may require credits in mathematics, biology, and chemistry at a level equivalent to Ontario's curriculum, or a postsecondary degree or diploma, equivalent to an Ontario university or college. Program-specific pre-requisite courses and credentials are listed with the admission requirements on each program page. To review the academic requirements please visit: Academic Requirements - Seneca, Toronto, Canada (senecapolytechnic.ca) (https://www.senecapolytechnic.ca/international/apply/how-to-apply/admission-requirements/academic-requirements.html).

Pathways

As a leader in academic pathways, we offer a range of options that will allow you to take your credential further in another Seneca program or a program at a partner institution.

To learn more about your eligibility, visit the Academic Pathways (https://www.senecapolytechnic.ca/pathways.html) web page.