

## Business (BUSN) Ontario College Diploma PART-TIME ONLINE

### Frequently Asked Questions

#### **Do I need to apply?**

Part-time students must apply to this program through [ontariocolleges.ca](http://ontariocolleges.ca)  
Use the code BUSX. (This is the program code on OCAS.)

#### **When can I start the program?**

Intakes: September, January, May

#### **How many courses do I take?**

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

Graduation requirements  
18 Mandatory Courses  
1 Optional Courses  
2 Communications Courses  
3 General Education Courses

#### **Can I take this program online? What does online mean?**

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

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

Please note – if you prefer to attend in-person, we do have on campus classes as well.

## Wondering if studying online asynchronously is right for you?

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

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

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

## How do I know which courses to take? Where can I see course fees?

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

Study Business part-time

Ontario College Diploma

Build a solid foundation in business. Valuable hands-on experience to launch your career from here or take advantage of pathways to further studies.

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

On this page:

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

Take the CareerMatch quiz

Ontario college partnership with McDonald's Canada

Articulation agreements

View more Business and Management programs

2023-2024 program outline

2023-2024 outline (PDF)

Program outline archive

Delivery schedule

Information package

OntarioLearn equivalencies

You do not have to follow the schedule but it is **HIGHLY RECOMMENDED** so that you can find courses that are online.

## What is the cost of the program?

There is no program fee when studying part-time.

As a part-time student, you can take 1, 2 or 3 courses at a time in any given semester.

Payment is per course, as you register.

The course fees change year-to-year and course to course. The best source for accurate fees is to check the [Business](#) webpage.

Course information

Course offerings and equivalents

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

Course title	Course code	OntarioLearn equivalents
<a href="#">Business Finance</a>	<a href="#">FNCE 2000</a>	
<a href="#">Business Law</a>	<a href="#">LAWS 2000</a>	<a href="#">Business Law (ODE)</a>
<a href="#">Customer Service</a>	<a href="#">BUSI 2005</a>	<a href="#">Customer Relations (ODE)</a>
<a href="#">Entrepreneurship and Small Business</a>	<a href="#">ENTR 2009</a>	<a href="#">Entrepreneurship 2 (ODE)</a>
<a href="#">Finance and Management Accounting</a>	<a href="#">ACCT 1003</a>	<a href="#">Managerial Cost Acctg. (ODE)</a>
<a href="#">Financial Accounting Principles 1</a>	<a href="#">ACCT 1000</a>	<a href="#">Financial Accounting 1 (ODE)</a>
<a href="#">Human Resources Management Foundations</a>	<a href="#">HJRM 1000</a>	
<a href="#">Introduction to Marketing</a>	<a href="#">MKTG 1000</a>	<a href="#">Marketing 1 (ODE)</a>

Click on Course name to view fees and schedule

**PLEASE NOTE:** course section details (like fees/start/end) only show while registration is open – if you are looking for fees and cannot see any section details, please use our screenshots in the pages below your fee estimate.

## Sample Georgian College program course.

### Microcomputer Applications

COMP 1003

#### Course description

This course introduces the student to databases, worksheets, presentation software, and word processing. The intent of this course is to provide the student with a broad introduction to business computer applications. This course provides the student with hands-on learning and independent study. This course is eligible for Prior learning Assessment

#### Credits

3

#### Course Hours

42

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

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

#### Available Courses

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

##### ▼ Microcomputer Applications - COMP 1003

Tuesday, Sept. 5, 2023

MICROCOMPUTER APPLICATIONS - COMP 1003

Fee: \$344.4

Course registration number: 10106

Start: Tuesday, Sept. 5, 2023

End: Friday, Dec. 15, 2023

#### Class times

Days	Times	Building - Room
Online		

Campus: Barrie

Add to cart

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

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

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

NOTE: if you are taking courses through **OntarioLearn** you will receive login information via email from the OntarioLearn office.

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

Sample OntarioLearn equivalent course:

### Intro to Computers 2 (ODE)

COMP 1065

#### Course description

This will course provide with more advanced and related skills in constructing spreadsheets using Microsoft Excel, developing presentations using Microsoft PowerPoint and creating, maintaining and publishing a database using Microsoft Access. Students will solve problems and automate tasks encountered in the daily business environment.

#### Credits

3

#### Course Hours

45

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

Please note that some courses, especially those related to learning software or other computer applications, may not be compatible with Mac systems. MAC Users are not supported in this course.

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

[OntarioLearn information](#)

#### Available Courses

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

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

##### ▼ Intro to Computers 2 (ODE) - COMP 1065

Tuesday, Sept. 12, 2023

INTRO TO COMPUTERS 2 (ODE) - COMP 1065

Fee: \$464

Course registration number: 10569

Start: Tuesday, Sept. 12, 2023

End: Tuesday, Dec. 19, 2023

#### Class times

Days	Times	Building - Room
Online		

Campus: Barrie

Add to cart

### **How long will it take to complete the diploma?**

This varies depending on how many courses you take each semester. Total courses: 24

3 courses per semester: finish in 8 semesters or 2.5 years

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

2 courses per semester: finish in 12 semesters or 4 years

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

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

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

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

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

### **Can I transfer credits/use prior learning?**

The Credit for Prior Learning centre assists with:

- Transferring courses completed at another accredited institution which may be eligible for transfer towards your education at Georgian.
- Prior Learning Assessment and Recognition (PLAR) – students can challenge course requirements based on relevant work or life skills and knowledge gained.

More information on the above options as well as the processes to apply for exemptions, visit the [Credit for Prior Learning webpage](#).

If you have taken courses at Georgian in the past and they qualify for this program, they will automatically apply to your credential. You will see these courses in MyPath.

### **Are part-time students eligible for OSAP?**

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

### **QUESTIONS? We are here to help!**

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