

BUSINESS ADMINISTRATION - FINANCE PROGRAM (WITH WORK EXPERIENCE) (B150)

PROGRAM NAME	Business Administration – Finance	TUITION	\$4,322.00 * †
COURSE CODE	B150	ADDITIONAL COST	
SCHOOL	School of Accounting and Finance		
CENTRE	Business		* Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in fall 2017. Fees are subject to change for programs starting in fall 2018 and at later dates.
LOCATION	St. James Campus		
DURATION	3 years (6 semesters in class, 2 semesters work experience)		† This program includes 2 Work Experience semesters. The tuition fee for this program does NOT include the cost of Work Experience semesters. The first Work Experience fee of \$450 covers the cost of the Work Experience Preparation course and the first Work Experience semester. There is an additional fee of \$450 for the second Work Experience semester.
FIELD EDUCATION	Work Experience (Co-op or Internship) Required		International students: Visit the International Fees and Related Costs ² page for more information.
STARTING MONTH	September, January		Fees for external exams (Canadian Securities Course I and II, Financial Planning Standards Council Exam Level I) are not included.
CREDENTIAL	Ontario College Advanced Diploma		Students or graduates should visit the Financial Planning Standards Council website ³ and Canadian Securities Institute website ⁴ for information regarding exam dates and fees.
YEAR OF STUDY	2018-2019		Students wishing to become licensed to sell life insurance products in Ontario must complete the following steps:
METHOD OF STUDY	FT		<ol style="list-style-type: none"> 1. Apply for and pass (min. 60%) Oliver's (or approved other) LLQP certification exam. 2. Within 12 months of completing the certification exam, apply for and pass (min. 60%) the provincial exam. 3. On passing the provincial exam, a provincial insurance license may be granted if the applicant is sponsored by a qualified company.
APPLY TO	Ontario Colleges¹		LLQP Exam Fees (subject to change):
			<ul style="list-style-type: none"> • Oliver's certification exam, textbook and practice exams: \$250 + HST • Provincial Life Licensing exam: \$108

The **Business Administration – Finance** advanced diploma program provides students with the knowledge and skills to work in the financial services sector. The financial services sector continues to grow and adapt to the needs of clients through the use of technology. People with customer service skills and knowledge of financial planning, call centre operations, investments and risk management are needed in this fast paced environment. In this program you will develop skills in:

- Investment decision making
- Analyzing the funds needed upon retirement
- Applying the rules associated with net income, taxable income, stock options, capital property and income splitting
- Managing risk through insurance strategies and individual needs



This program (B150) is offered with work experience. Students wishing to apply for Business Administration – Finance **without** work experience⁵ should apply to **B130⁶**.

PART TIME STUDY OPTIONS

We also offer evening courses and a part-time certificate program in Financial Planning. See the Continuing Education Course Guide at coned.georgebrown.ca.

FIELD EDUCATION OPTIONS

Work experience (Co-op and Internship): This program requires the successful completion of two semesters of work experience to graduate. This work experience is either co-op (paid) or internship (unpaid). Either one will give you the practical experience employers value.

George Brown works with employers and industry partners to identify potential work experience opportunities. Students are also strongly encouraged to pursue self-directed industry work experience opportunities they believe will provide the learning experiences they value and meet the learning outcomes of the program.

This valuable work experience can in turn be added to your resume.

For more detailed information on Field Education, visit georgebrown.ca/business/learning_environment.

PROGRAM STANDARDS AND LEARNING OUTCOMES

The graduate has reliably demonstrated the ability to:

1. Co-ordinate the processing and maintaining of financial records in compliance with relevant policies, procedures and regulations for individuals and/or organizations.
2. Co-ordinate the preparation and the presentation of financial information in compliance with relevant legislation and regulations for individuals and/or organizations.
3. Analyze financial reports for individuals and/or organizations by applying financial mathematics and statistics.
4. Develop and evaluate a financial plan to meet individuals' and/or organizations' needs and objectives.
5. Develop, implement, evaluate and co-ordinate marketing strategies to promote financial products and services and to enhance customer service.
6. Develop, implement and evaluate strategies to establish and maintain professional networking and business relationships in the finance sector.
7. Analyze and evaluate, within a Canadian context, the impact of economic variables, legislation, ethics, technology and the environment on individuals' and/or organizations' operations.
8. Develop, implement and evaluate ongoing strategies for personal and professional development, highlighting ethics, values and standards in the finance sector.
9. Co-ordinate the planning, implementation, management and evaluation of team projects by applying project management principles.

REQUIRED COURSES

In order to graduate from the **B150 program**, you need a total of **39 courses**. **34** Mandatory courses, **2** Business Electives, and **3** General Education Electives. For the **B150 program** you need to take an additional course, Work Experience Prep Course (BUS 1000) in semester 3, and complete **2** Work Experience (Coop or Internship) terms.

The Mandatory courses for the first 4 semesters are common to all students. At the end of semester 4, students can choose their Specialization option: Financial Services or Financial Planning.

Depending on the results of your placement tests, you may be required to take COMM 1003 (English Skills) or CESL 1003 (English Skills-ESL) before progressing to COMM 1007. Similarly, you may be required to take MATH1027 (Business Math with Remediation) before progressing to MATH 1021. COMM1003/CESL 1003 and MATH 1027 **do not** count towards the 38 courses required for graduation, and **you will be charged for these extra courses**. Please speak to the Business Office staff if you need any assistance.

General Education Courses (Semester Two, Three, Four, and Five): You must complete **4** General Education courses. **1** mandatory ("Successful Social Relations" - GHUM 1087) and **3** chosen from at least **2** of the following categories: Social Sciences (GSSC), Arts and Humanities (GHUM) or Science and Technology (GSCI).

You are required to make up any failed or dropped courses before you are eligible to graduate. You can make up these courses during the day, and some are offered in the evening through Continuing Education. Please check with the Business Office staff to ensure that the continuing education courses are equivalent to what is taught in the full-time program. Note that some courses may not be offered in every semester. Our staff can assist you in any special timetable requirements you may have.

SEMESTER 1

Code	Courses	Prerequisite
BUS 1038	Business Concepts 1	NONE
COMM 1007	College English	NONE
ECON 1032	Macroeconomics	NONE
FIN 1003	Financial Systems in Canada	NONE
MATH 1021	Mathematics of Finance	NONE
MARK 1020	Principles of Marketing I	NONE

SEMESTER 2

Code	Courses	Prerequisite
ACCT 1001	Accounting Fundamentals 1	NONE
COMP 1010	Business Computer Applications I	NONE
COMM 1034	Professional Communications I	COMM 1007
FIN 1011	Fundamentals of Financial Planning	NONE
PSY 1129	Organizational Behaviour	NONE

Select One General Education Elective

SEMESTER 3

Code	Courses	Prerequisite
BUS 1056	Business Presentation Skills	COMM 1007
FIN 2061	Canadian Investments I	FIN 1011
FIN 2003	Money Management & Software Application	FIN 1011
FIN 2035	Consumer Behaviours & Financial Needs	MARK 1020
MARK 2027	Sales Training & Client Management	MARK 1020
STAT 1010	Quantitative Methods 1	MATH 1021
BUS 1000	Work Experience Prep Course*	COMM 1007 & 3.0 GPA
GHUM 1087	Successful Social Relations	NONE

* This course is mandatory only for students taking the Work Experience Option (B150)

SEMESTER 4

Code	Courses	Prerequisite
FIN 1035	Retirement Planning	FIN 1011
ACCT 2028	Taxation I	ACCT 1001
FIN 1034	Customer Service	NONE
FIN 2062	Canadian Investments II	FIN 1011
MARK 2028	Marketing Financial Services	MARK 1020
STS 1037	Career Planning & Development	NONE

Select One General Education Elective

FINANCIAL SERVICES SPECIALIZATION

SEMESTER 5

Code	Courses	Prerequisite
HRM 1008	Fundamentals of Human Resource Management	NONE
LAW 1011	Business and Family Law	NONE
COMP 1115	Business Computer Applications II	COMP 1010
BUS 1040	Project Management	NONE
FIN 3005	Call Centre Operations - Inbound	NONE

Select One General Education Elective

SEMESTER 6

Code	Courses	Prerequisite
BUS 1041	Small Business Management	BUS 1038
FIN 1033	Advertising & Promotion	MARK 1020
FIN 3006	Call Centre Operations - Outbound	NONE
FIN 2033	Introduction to Bank Financial Management	FIN 1003

Select Two Business Electives

FINANCIAL PLANNING SPECIALIZATION

SEMESTER 5

Code	Courses	Prerequisite
FIN 2007	Investment Planning	FIN 1011
FIN 1040	Estate Planning Fundamentals	FIN 1011
COMP 1115	Business Computer Applications II	COMP 1010
HRM 1008	Fundamentals of Human Resource Management	NONE
LAW 1011	Business and Family Law	NONE

Select One General Education Elective

SEMESTER 6

Code	Courses	Prerequisite
BUS 1041	Small Business Management	BUS 1038
FIN 2005	Income Tax Planning	FIN 1011
FIN 2008	Advanced Financial Planning & Ethics	FIN 2007
FIN 2063	Insurance In Financial Planning	FIN 1011

Select Two Business Electives

General Education Electives

ELECTIVES

BUSINESS ELECTIVES – FINANCIAL SERVICES SPECIALIZATION

Code	Business Electives	Prerequisite
CMMK 1127	The Business Media in Canada	COMM 1034
COMP 1113	Principles of E-Business	COMP 1010
ECON 1031	Microeconomics	NONE
HRM 2021	Compensation	HRM 1008
MARK 2053	Negotiation Skills	MARK 1020
ECON 1021	Environmental Economics	ECON 1031 or ECON 1032 or ECON 1034
MGMT 1018	International Business	MARK 1020
HRM 2027	Coaching for Effective Performance Management	HRM 1008
MGMT 3008	International Trade Finance	MGMT 1018
STAT 2011	Quantitative Methods II	STAT 1010
BUS 3015	Applied Business Planning	ACCT 1001, MATH 1021 & HRM 1008
CMMK 1114	Business Research & Report Writing	COMM 1034
CMMK 1156	Talking Business	COMM 1035

BUSINESS ELECTIVES – FINANCIAL PLANNING SPECIALIZATION

Code	Business Electives	Prerequisite
BUS 1040	Project Management	NONE
COMP 1113	Principles of E-Business	COMP 1010
ECON 1031	Microeconomics	NONE
FIN 1033	Advertising & Promotion	MARK 1020
MARK 2053	Negotiation Skills	NONE
MGMT 3008	International Trade Finance	MGMT 1018
ECON 1021	Environmental Economics	ECON 1031 or ECON 1032 or ECON 1034
MGMT 1018	International Business	MARK 1020
BUS 3015	Applied Business Planning	ACCT 1001, MATH 1021 & HRM 1008

YOUR CAREER

In this program, students obtain the knowledge and skills necessary to pursue careers in the financial services sector. Graduates of the program have found employment as:

- Financial Advisor/Planner
- Financial Services Representative
- Customer Service Representative
- Investment Advisor

Note: While the advanced diploma will help you build many of the skills needed in these roles, further designations or credentials may also be required. To learn more about the career possibilities and educational requirements, you may wish to visit the Toronto Financial Services Alliance website at www.tfsa.ca.

FUTURE STUDY OPTIONS

Graduates of the Business Administration – Finance advanced diploma may be eligible for advanced standing in the Honours Bachelor of Commerce (Financial Services)⁷ program.

For information on additional future study options, see georgebrown.ca/transferguide.

DESIGNATIONS

Graduates of this program may wish to pursue other designations or credentials in the financial services sector.

The Financial Planning Examination Level 1 is a required step toward obtaining a Certified Financial Planner (CFP®) designation. More information on the CFP® designation and its requirements may be obtained at the Financial Planning Standards Council website⁸.

Information on the Canadian Securities Course and licensing requirements can be found at the Canadian Securities Institute website⁹.

Note: The requirements for each designation/certification are set by the granting body, not George Brown College. In order to qualify for any of these designations/certifications, you need to follow the process listed on its website and meet all the requirements applicable to you.

Educational Pathways B150

EDUCATIONAL/DEGREE PATHWAY

Business Administration – Finance students may be eligible for advanced standing in the Honours Bachelor of Commerce (Financial Services)¹⁰ program.

For information on additional future study options, see georgebrown.ca/transferguide.

ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and any other selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- Grade 11 Math (M or U) or Grade 12 (C or U)

** MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER AND NO OSSD)

Mature Students may take the Admissions Assessment¹¹ for English and Math, OR may consider upgrading to achieve the credit(s) needed in English¹² and Math¹³.

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

COURSE EXEMPTIONS

Some college and university credits may qualify you for exemptions. Please visit georgebrown.ca/transferguide for more information.

ENGLISH LANGUAGE PROFICIENCY

Proficiency in English communications is necessary for success in this program.

Please visit georgebrown.ca/englishproficiency for more details

INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions¹⁴ page for more information.



"I grew up in a different cultural environment and moving to Toronto was a challenging step in my life and career. I had supportive friends, staff and professors at George Brown that made it very easy for me to cope with the challenges. This program provides hands-on learning opportunities and also opens doors to gain Canadian work experience. There are frequent on-

campus recruitment programs organized by potential employers that provide us opportunities to interact and connect with them. I am glad and proud to be a part of this reputed brand."

Sarita Gnyawali (Graduate 2016, Business Administration – Finance)
Account Payable Intern, GroupM

CONTACT US

DOMESTIC STUDENTS ADMISSIONS

For inquiries about domestic admission requirements, admission deadlines, or the admissions process, please contact the Admissions Office at admissions@georgebrown.ca or visit the Admissions web page.

INTERNATIONAL STUDENT ADMISSIONS

For inquiries about international admission requirements, permits and visas, accommodations, or anything specific to international students, please contact the International Centre at International@georgebrown.ca or visit George Brown International.
Phone: (416) 415-5000 ext. 2115

FINANCIALS/FEEES

For inquiries about OSAP, Bursaries, Scholarships and other financial inquiries, please contact the Financial Aid Office at FinAid@georgebrown.ca or visit the Financial Aid web page.

ENTRY ADVISING

For advice on the various program options and which program might be best suited for you, make an appointment to see an Entry Advisor. Please review these frequently asked questions or choose to book your appointment using the link provided.

1. **Book online:**
Complete and submit the Client Intake Form
2. **Book by phone:**
Entry Advisor: (416) 415-5000, Ext 2949 Toll Free:
1-800-265-2002 TTY: 1-877-515-5559

CENTRE FOR BUSINESS

For questions regarding programs at the Centre for Business or if you require more information, please do not hesitate to contact us. Our knowledgeable staff are available to assist you.

For general inquiries, please contact the Centre for Business:
Email: business@georgebrown.ca Phone: (416) 415-5000 ext. 2160

INFORMATION SESSIONS

For program specific information and to meet faculty, sign up to attend an information session

BUSINESS ADMINISTRATION – FINANCE (B130/B150)

For inquiries related to this program (for example, course-specific information) please contact one of the Program Co-ordinators:

Stoney Kudel, Program Co-ordinator
Email: skudel@georgebrown.ca

or

Carolyn Fallis, Program Co-ordinator
Email: cfallis@georgebrown.ca

Elizabeth Speers, Director, Centre for Business, School of Accounting and Finance
Email: espeers@georgebrown.ca

VISIT OUR CAMPUS

On-campus information sessions are held on a regular basis. Come and have your questions answered. Learn about the program content or career options. Meet your friendly professors and staff. Experience what it is like to be in a George Brown College classroom. Sign up²¹ for an upcoming session.

LINKS REFERENCE

- ¹<https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B150&lang=en>
- ²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>
- ³<http://fpsc.ca/>
- ⁴https://www.csi.ca/student/en_ca/home.xhtml
- ⁵<http://www.georgebrown.ca/programs/business-administration-finance-program-b130/>
- ⁶<http://www.georgebrown.ca/programs/business-administration-finance-program-b130/>
- ⁷<http://www.georgebrown.ca/programs/honours-bachelor-of-commerce-financial-services-b302/>
- ⁸<http://fpsc.ca>
- ⁹https://www.csi.ca/student/en_ca/home.xhtml
- ¹⁰<http://www.georgebrown.ca/programs/honours-bachelor-of-commerce-financial-services-b302/>
- ¹¹<http://www.georgebrown.ca/assessment/admi-pre/>
- ¹²<http://www.georgebrown.ca/upgrading-credits/english-diploma/>
- ¹³<http://www.georgebrown.ca/upgrading-credits/math-diploma/>
- ¹⁴<http://www.georgebrown.ca/international/futurestudents/applynow/>
- ¹⁵<http://www.georgebrown.ca/admissions/>
- ¹⁶<http://www.georgebrown.ca/international/>
- ¹⁷<http://www.georgebrown.ca/financialaid/>
- ¹⁸http://www.georgebrown.ca/entry_advising_faq.aspx
- ¹⁹<http://www.georgebrown.ca/advising/contactform/>
- ²⁰http://www.georgebrown.ca/info_sessions.aspx
- ²¹http://www.georgebrown.ca/business_infosessions/

George Brown College is continually striving to improve its programs and their delivery. The information contained in this calendar is subject to change without notice. It should not be viewed as a representation, offer or warranty. Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations, or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.