

**BACHELOR OF BUSINESS ADMINISTRATION  
2011/2012 COURSE WORKSHEET FOR FULL-TIME BBA STUDENTS**

***Check with your Faculty Advisor for possible variations & course prerequisites***

| <b>Units 1-5 - Required and Elective Courses – Recommended Year 1</b> |  |        |
|---|--|--------|
| Busi 1112   | Introduction to Business Administration  | ½ unit |
| Busi 2221   | Introductory Accounting I  | ½ unit |
| Busi 2222   | Introductory Accounting II   | ½ unit |
| Econ 1101   | Introduction to Microeconomics   | ½ unit |
| Econ 1102   | Introduction to Macroeconomics   | ½ unit |
| Busi 2214   | Organizational Behaviour: Individuals in Organizations_ (was Busi 2212)  | ½ unit |
| Busi 2230   | Principles of Marketing  | ½ unit |
|   | Arts and Science Elective (any level)  | ½ unit |
|   | Arts and Science Elective (any level)  | ½ unit |
|   | Humanities Elective<br>- includes Busi/Rels 2250 or courses in Cultural Studies, English, French, History, Library, Linguistics, Philosophy, Religious Studies, Spanish and Writing(only courses with a WRIT prefix) | ½ unit |

***If you are considering an accounting major or concentration, it is recommended that you take Busi 3325 and Busi 3326 as your business electives in Year 2.***

| <b>Units 6-10 - Required and Elective Courses – Recommended Year 2</b> |   |        |
|--|---|--------|
| Busi 2215  | Organizational Behaviour: Groups, structure and culture (was Busi 2213) | ½ unit |
| Busi 2231  | Applied Marketing   | ½ unit |
| Busi 2259  | Legal Aspects of Business   | ½ unit |
| Busi 3320  | Managerial Accounting   | ½ unit |
| Math 2208  | Introduction to Probability and Statistics I (with Lab)                 | ½ unit |
| Math 2209  | Introduction to Probability and Statistics II (with Lab)                | ½ unit |
|  | Business/Tourism/Economics Elective                                     | ½ unit |
|  | Business/Tourism/Economics Elective                                     | ½ unit |
|  | Arts and Science Elective (any level)                                   | ½ unit |
|  | Arts and Science Elective (2000 level or above)                         | ½ unit |

| <b>Units 11-15 - Non-Co-op (All Concentrations) Required and Elective Courses - Recommended Year 3</b> |  |        |
|--|--|--------|
| Busi 2255  | Introduction to Information Systems in Organizations | ½ unit |
| Busi 3308  | Production and Operations Management                 | ½ unit |
| Busi 3360  | Finance I  | ½ unit |
| Busi 3361  | Finance II   | ½ unit |
|  | Business/Tourism/Economics Elective                  | ½ unit |
|  | Business/Tourism/Economics Elective                  | ½ unit |
|  | Business/Tourism/Economics Elective                  | ½ unit |
|  | Arts and Science Elective (2000 level or above)      | ½ unit |
|  | Arts and Science Elective (2000 level or above)      | ½ unit |
|  | Free Elective  | ½ unit |

| <b>Units 16-20 - Non-Co-op (All Concentrations) Required and Elective Courses - Recommended Year 4</b> |   |        |
|--|---|--------|
| Busi 3311  | Small Business Management                     | ½ unit |
| <b>OR</b> Busi 3312  | International Business Management             |        |
| Busi 4400  | Business Policy                               | ½ unit |
|  | Business/Tourism/Economics Elective           | ½ unit |
|  | Business/Tourism/Economics Elective           | ½ unit |
|  | Business/Tourism/Economics Elective           | ½ unit |
|  | Arts & Science Elective (2000 level or above) | ½ unit |
|  | Free Elective                                 | ½ unit |
|  | Free Elective                                 | ½ unit |
|  | Free Elective                                 | ½ unit |
|  | Free Elective                                 | ½ unit |

**NOTE:**

1. With the department Chair's approval students may replace .5 of a unit of arts and science electives with a professional (business) elective.
2. Students may request to replace an additional full unit of arts and science electives with a unit of professional (business) electives. Students seeking to replace the additional unit should speak to an academic advisor.
3. The MSVU Academic Calendar states that “although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation rests ultimately with the student”.

(See over for a description of a minor, concentration and a major)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## BUSINESS/TOURISM/ECONOMIC ELECTIVES

A **MAJOR** consists of six units (12 courses) in one of the following areas (including introductory courses in the area): **accounting, management and marketing**. Busi 1112, Introduction to Business Administration, and Busi 4400, Business Policy may count among the six units for the major. **Students who wish to graduate with a major must apply to the Registrar's Office and achieve a GPA of 2.0 in eight units of required coursework including the six units required for the major. At least one unit of the major in accounting and management must be at the 4000 level.**

A **CONCENTRATION** consists of four units (eight courses) of course work in one of the following areas: **accounting, economics, management, marketing, tourism and hospitality management**. Students must take a combination of required and elective courses from those listed below to complete a concentration. **Students who wish to graduate with a concentration must apply to the Registrar's Office and achieve a GPA of 2.0 in eight units of required coursework including the four units required for the concentration.** A concentration in Tourism & Hospitality Management includes THMT 1101, 1116, 2216, 3321 plus 2 units of THMT electives as follows: 1 unit at the 2000 level or above and 1 unit at the 4000 level.

A **MINOR** in Business Administration consists of three units (six courses) in one of the following areas: **accounting, management marketing or finance**. A minor requires completion of three units of coursework in the area of the minor as follows: **Accounting:** Busi 2221, Busi 2222, either Busi 3325 or Busi 3326, and 1½ units of accounting electives - **Finance:** Busi 3360, 3361 and 2 units of finance electives - **Management:** Busi 2214, 2215 and 2 units of management electives, one unit of which must be above the 3000 level. **Marketing:** Busi 2230, 2231, 3331, and 1.5 units of marketing electives.

### Accounting

Busi 2221, Intro Accounting I  
Busi 2222, Intro Accounting II  
Busi 3320, Managerial Accounting  
Busi 3324, Taxation  
Busi 3325, Intermediate Accounting: Assets  
Busi 3326, Intermediate Accounting: Equities  
Busi 3343, Auditing  
Busi 4415, Management Information Systems  
Busi 4423, Adv. Financial Accounting I  
Busi 4424, Adv. Financial Accounting II  
Busi 4425, Cost Accounting  
Busi 4426, Advanced Cost Accounting and Internal Control  
Busi 4427, Advanced Taxation  
Busi 4428, Accounting Theory  
Busi 4465, Financial Statement Analysis

### Finance

Busi 2060, Personal Finance  
Busi 2263, Canadian Securities Course  
Busi 3324 Taxation  
Busi 3360, Finance I  
Busi 3361, Finance II  
Busi 4461, Real Estate Investments  
Busi 4464, International Finance  
Busi 4465, Financial Statement Analysis  
Busi 4466, Financial Markets Investments  
Econ 2311, International Trade  
Econ 3305, Money and Banking

### Economics

Econ 1101 Intro to Microeconomics  
Econ 1102 Intro to Macroeconomics  
**And three additional units**

### Marketing

Busi/Thmt 2202, Communications Management  
Busi 2230, Principles of Marketing  
Busi 2231, Applied Marketing

*\*Busi 3331, Consumer Behaviour*

Busi 3332, Retailing Management

Busi 3333, Advertising

Busi 3334, Sales Management

Busi 3336, Direct Marketing

Busi 3337, Services Marketing

Busi 3338, Not-for-Profit Marketing

*\*Busi 4430, Marketing Research*

Busi 4432, International Marketing

Busi 4433, Marketing Issues Seminar

*\*Busi 4434, Marketing Strategy*

Pbrl 1010, Foundations of Public Relations

**\*required for a concentration or a major**

### Management

Busi/Thmt 2202, Communications Management  
Busi 2214, Organizational Behaviour: Individuals  
Busi 2215, Organizational Behaviour: Groups  
Busi 3306, Gov't Admin. & Policy Making  
Busi 3308, Production & Operations Mgmt  
Busi 3311, Small Business Management  
Busi 3312, International Business Mgmt  
Busi 3313, Human Resource Management  
Busi 3314, Labour Relations  
Busi 3316, Organizational Topics  
Busi 4407, Managing Diversity  
Busi 4410, Small Business Consultancy  
Busi 4412, Values in a Business Society  
Busi 4415, Management Information Systems  
Busi 4416, Management Topics  
Busi 4417, Recruitment and Selection  
Busi 4419, International Human Resource Mgt.  
Busi 4446, New Venture Creation  
Thmt 2225, Design Management  
Thmt 3321, Facility Management  
Thmt 3323, Event & Meeting Management

### Tourism and Hospitality Management

\*Thmt 1101, Intro to Tourism & Hospitality

\*Thmt 1116, Principles of Food Prod. & Service

Thmt 2201, Alternate Forms of Tourism

Thmt 2202, Communications Management

Thmt 2205, Geography for Tourism & Business

\*Thmt 2216, Restaurant & Food Service Mgt

Thmt 2225, Design Management in Busi

Thmt 3305, International Travel & Tourism

Thmt 3311, Small Business Management

Thmt 3312, Research Methods Seminar

Thmt 3316, Food Service Management

Thmt 3317, Beverage Management

\*Thmt 3321, Facility Management

Thmt 3323, Event and Meeting Management

Thmt 3362, Finance Tourism Services

Thmt 3380, Tourism and Hospitality Study Tour

Thmt 4405, Destination Planning

Thmt 4406, Destination Development

Thmt 4410, Small Business Consultancy

Thmt 4411, Catering Tech. & Systems

Thmt 4421, Accommodations & Leisure Operations

Thmt 4440, Special topics in Hosp. Mgmt

Thmt 4442, Special topics in Tourism

Thmt 4446, New Venture Creation

**\*required for a concentration in Tourism & Hospitality Management**