**Bachelor of Business Administration 2023-2024 Course worksheet**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Year 1 Units 1-5 Recommended** | Unit |  |  | **Year 3 Units 11-15 - Recommended**  | Unit |  |
| BUSI 1112 Introduction to Business Administration | 0.5 |  |  | BUSI 3308 Operations Management | 0.5 |  |
| BUSI 2202 Communication & Self-Management Skills | 0.5 |  |  | BUSI 3311 Small Business Management ***OR***  | 0.5 |  |
| BUSI 2230 Principles of Marketing | 0.5 |  |  | BUSI 3312 International Business Management |
| BUSI 2321 Introductory Accounting I | 0.5 |  |  | BUSI 3360 Finance I | 0.5 |  |
| ECON 1101 Introduction to Microeconomics | 0.5 |  |  | BUSI 3361 Finance II | 0.5 |  |
| ECON 1102 Introduction to Macroeconomics | 0.5 |  |  | Business/Tourism/Economics Elective  | 0.5 |  |
| Business/Tourism/Economics Elective  | 0.5 |  |  | Business/Tourism/Economics Elective  | 0.5 |  |
| Arts and Science Elective (any level) | 0.5 |  |  | Business/Tourism/Economics Elective  | 0.5 |  |
| Arts and Science Elective (any level) | 0.5 |  |  | Arts & Science Elective (2000 level or above) | 0.5 |  |
| Humanities Elective – *includes courses in Chinese, Cultural Studies, English, French, History, Library, Linguistics, Philosophy, Religious Studies, Spanish and Writing (only courses with a WRIT prefix)* | 0.5 |  |  | Arts & Science Elective (2000 level or above) | 0.5 |  |
|  | Free Elective  | 0.5 |  |
|  |  |  |  | A suggested Art and Science for accounting majors is CMPS 2245 |  |  |
| **Year 2 Units 6-10 - Recommended**  | Unit |  |  | **Year 4 Units 16-20 - Recommended**  | Unit |  |
| BUSI 2214 Organizational Behaviour: Individuals in Organizations (was BUSI 2212) | 0.5 |  |  | BUSI 4400 Business Policy | 0.5 |  |
| BUSI 2215 Organizational Behaviour: Groups, structure and culture (was BUSI 2213) | 0.5 |  |  | Business/Tourism/Economics Elective  | 0.5 |  |
| BUSI 2231 Applied Marketing | 0.5 |  |  | Business/Tourism/Economics Elective  | 0.5 |  |
| BUSI 2259 Legal Aspects of Business | 0.5 |  |  | Business/Tourism/Economics Elective  | 0.5 |  |
| BUSI 3320 Managerial Accounting | 0.5 |  |  | Arts & Science Elective (2000 level or above) | 0.5 |  |
| MATH 2208 Introduction to Probability and Statistics I\* | 0.5 |  |  | Arts & Science Elective (2000 level or above) | 0.5 |  |
| MATH 2209 Introduction to Probability and Statistics II\* | 0.5 |  |  | Free Elective  | 0.5 |  |
| Business/Tourism/Economics Elective  | 0.5 |  |  | Free Elective  | 0.5 |  |
| Business/Tourism/Economics Elective  | 0.5 |  |  | Free Elective | 0.5 |  |
| Arts and Science Elective (any level) | 0.5 |  |  | Free Elective | 0.5 |  |

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| * With the department Chair's approval students may replace 0.5 of a unit of arts and science electives with a professional (business) elective.
* 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.
* The MSVU Academic Calendar states, *“Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation rests ultimately with the student”*.
* Students are strongly urged to seek academic advising each year to ensure that course selection is appropriate. Academic advising is critically important for students choosing to do an additional major, concentration, or minor.
* Students doing the co-operative education option will complete 23.0 units.
* BUSI 1112, Introduction to Business Administration, and BUSI 4400, Business Policy may count among the six units for the major.
* BUSI 3306/POLS 3306, and BUSI 4406/WOMS 4406 can count as business electives or arts and science electives or free electives.

**\*Students who pass a Mathematics Placement Test and obtain Chair’s approval can take Math 2500 and a free elective in place of Math 2208 and Math 2209** |  | * In the BBA degree, students may not count Economics (ECON) courses as arts and science electives. Please consult an academic advisor if you are unsure which courses count as arts and science electives

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**Bachelor of Business Administration 2023/2024 Course worksheet**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Concentration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Required courses** – Total units required 9.0  |
|  | Completed | Major | Concentration | Minor |
| BUSI 1112 |  |  |  |  |
| BUSI 2202 |  |  |  |  |
| BUSI 2214 |  |  |  |  |
| BUSI 2215 |  |  |  |  |
| BUSI 2230 |  |  |  |  |
| BUSI 2231 |  |  |  |  |
| BUSI 2259 |  |  |  |  |
| BUSI 2321 |  |  |  |  |
| BUSI 3308 |  |  |  |  |
| BUSI 3311 or 3312 |  |  |  |  |
| BUSI 3320 |  |  |  |  |
| BUSI 3360 |  |  |  |  |
| BUSI 3361 |  |  |  |  |
| BUSI 4400 |  |  |  |  |
| ECON 1101 |  |  |  |  |
| ECON 1102 |  |  |  |  |
| MATH 2208\* |  |  |  |  |
| MATH 2209\* |  |  |  |  |

**\*Students who pass a Mathematics Placement Test and have Chair’s approval can take Math 2500 and a free elective in place of Math 2208 and Math 2209**

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| **BUSI/THMT/ECON electives** – Total units required 4.5 |
|  | Completed | Major | Concentration | Minor |
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Faculty Signature Student Signature Date

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| **Humanities elective –** Total units required 0.5 – *includes courses in Chinese, Cultural Studies, English, French, History, Library, Linguistics, Philosophy, Religious Studies, Spanish and Writing (only courses with a WRIT prefix)* |
|  | Completed | Major | Concentration | Minor |
| 1. |  |  |  |  |

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| **Arts/Science electives** – Total units required 3.5 |
| Any level |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 2000 level or above |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

CMPS 2245 is a suggested Art and Science for accounting majors

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| **Free Electives** – Total units required 2.5 |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

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| * With the department Chair's approval students may replace 0.5 of a unit of arts and science electives with a professional (business) elective.
* 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.
* The MSVU Academic Calendar states, *“Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation rests ultimately with the student”*.
* Students are strongly urged to seek academic advising each year to ensure that course selection is appropriate. Academic advising is critically important for students choosing to do an additional major, concentration, or minor.
* Students doing the co-operative education option will complete 23.0 units.
* BUSI 1112, Introduction to Business Administration, and BUSI 4400, Business Policy may count among the six units for the major.
* BUSI 3306/POLS 3306, and BUSI 4406/WOMS 4406 can count as business electives or arts and science electives or free electives.
 | Courses that **do not** count as Arts/Science electives in the BBA degree include:* Applied Human Nutrition (NUTR) with the exception of NUTR 1102, 1103, 1106, 2211, 2204, 3325, 4400, 4408, 4409
* Business Administration (BUSI) unless crosslisted with Political Studies (POLS) or Women’s Studies (WOMS)
* Economics unless crosslisted with Political Studies (POLS)
* Information Technology (INTE) unless crosslisted with Computer Studies (CMPS)
* Public Relations (PBRL) unless crosslisted with Communications (COMM)
* Tourism and Hospitality Management
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