

BACHELOR OF BUSINESS ADMINISTRATION
COURSE WORKSHEET FOR FULL-TIME BBA STUDENTS
Check with your Faculty Advisor for possible variations & course prerequisites

Student Name _____

Student Number _____

Year 1 Units 1-5 Recommended		
BUSI 1112 Introduction to Business Administration	½ unit	
BUSI 2202 Communications Management	½ unit	
BUSI 2221 Introductory Accounting I	½ unit	
BUSI 2222 Introductory Accounting II	½ unit	
BUSI 2230 Principles of Marketing	½ unit	
ECON 1101 Introduction to Microeconomics	½ unit	
ECON 1102 Introduction to Macroeconomics	½ unit	
Arts and Science Elective (any level)	½ unit	
Arts and Science Elective (any level)	½ unit	
Humanities Elective – <i>includes courses in Chinese, Cultural Studies, English, French, History, Library, Linguistics, Philosophy, Religious Studies, Spanish and Writing (only courses with a WRIT prefix)</i>	½ unit	

Year 2 Units 6-10 - Recommended		
BUSI 2214 Organizational Behaviour: Individuals in Organizations (was BUSI 2212)	½ unit	
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	½ unit	
MATH 2209 Introduction to Probability and Statistics II	½ unit	
Business/Tourism/Economics Elective	½ unit	
Business/Tourism/Economics Elective	½ unit	
Arts and Science Elective (any level)	½ unit	

Year 3 Units 11-15 - Non-Co-op (All Concentrations) - Recommended		
BUSI 3308 Operations Management	½ unit	
BUSI 3311 Small Business Mngt OR BUSI 3312 International Business Mngt	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 & Science Elective (2000 level or above)	½ unit	
Arts & Science Elective (2000 level or above)	½ unit	
Free Elective	½ unit	

Year 4 Units 16-20 - Non-Co-op (All Concentrations) - Recommended		
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	
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 0.5 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”*.

Faculty Signature

Student Signature

Date

HONOURS DEGREE

Students wishing to complete an honours degree must make formal application to the department Chair after successful completion of 12.5 units. Admissions to the honours program are approved by the Honours Committee of the Department of Business Administration. Students must have a GPA of 3.0 in required courses to be considered for admission and must have completed MATH 2208 and 2209 and either BUSI 4430 or THMT 3312. Acceptance is contingent upon the agreement of a faculty member to supervise the thesis.

BBA MAJORS, CONCENTRATIONS, MINORS and our INTERNATIONAL OPTION

A MAJOR consists of **6.0 units** (12 courses) in one of the following areas (including introductory courses in the area):

- **Accounting:** BUSI 2221, 2222, 3320 and CMPS/INTE 2245 (*New for September 2014 admitted accounting major students only*) (all required), either BUSI 3325 or 3326 and the remaining units from BUSI 1112, 3324, 3325, 3326, 3343, 4400, including a minimum of 1.0 unit from the following accounting courses: 4415, 4423, 4424, 4425, 4426, 4427, 4428, 4465.
- **Management:** BUSI 1112, 2011, 2202, 2214, 2215, 2255, 3306, 3308, 3311, 3312, 3313, 3314, 3316, 4400, THMT 2225, 3323, 3401, including a minimum of 1.0 unit from the following management courses: 4406, 4410, 4412, 4413, 4414, 4415, 4416, 4417, 4418, 4419, 4446.
- **Marketing:** BUSI 3331, 4430 and 4434 (all required), 4.5 additional units selected from BUSI 1112, 2202, 2230, 2231, 3332, 3333, 3334, 3336, 3337, 3338, 4400, 4432, 4433, PBRL 1010.
- **Strategic Human Resource Management:** BUSI 3313, 3314, 4406, 4413, 4417, 4418 (all required), 1.0 unit selected from BUSI 3316, 4412, 4416, 4419, ECON 2204 and SOAN 2531, a minimum of 2.0 additional units selected from BUSI 1112, 2214, 2215, 3316, 4412, 4416, 4419, 4400, ECON 2204 and SOAN 2531.

Note: Students cannot receive a major in both management and strategic human resource management.

Note: Students must obtain a minimum GPA of 2.0 in 8.0 units of required business coursework including the 6.0 units required for the major. **Note:** *For students in the co-operative education option, co-operative education work term courses (BUSI 1188, 2288 and 3388) cannot be counted in the calculation of the GPA.*

A CONCENTRATION consists of **4.0 units** (eight courses) of course work in one of the following areas:

- **Accounting:** BUSI 2221, 2222, 3320 and either BUSI 3325 or BUSI 3326 (recommended that you take in year 2) and the remaining 2.0 units from BUSI 3324, 3325, 3326, 3343, 4415, 4423, 4424, 4425, 4426, 4427, 4428, 4465.
- **Economics:** ECON 1101 and 1102 and 3.0 additional units of ECON.
- **Management:** BUSI 2214 and 2215 and 3.0 additional units selected from the following management electives, 1.0 unit of which must be at the 3000 level or above BUSI 2011, 2202, 2255, 3306, 3308, 3311, 3312, 3313, 3314, 3316, 4406, 4410, 4412, 4413, 4414, 4415, 4416, 4417, 4418, 4419, 4446, THMT 2225, 3323, 3401.
- **Marketing:** BUSI 2230, 2231, 3331, 4430 and 4434 and 1.5 units of marketing electives.
- **Strategic Human Resource Management:** BUSI 2214, 2215, 3313, 3314, 4406, 4413, 4417 and 4418.
- **Tourism & Hospitality Management:** THMT 1101, 1116, 2216, 2221, 1.0 unit of THMT elective at the 2000 level or above and 1.0 unit of THMT elective at the 4000 level.

Note: Students must obtain a minimum GPA of 2.0 in 8.0 units of coursework including the 4.0 units required for the concentration. **Note:** *For students in the co-operative education option, co-operative education work term courses (BUSI 1188, 2288 and 3388) cannot be counted in the calculation of the GPA.*

A MINOR consists of **3.0 units** (six courses) in one of the following areas:

- **Accounting:** BUSI 2221, 2222, either BUSI 3325 or BUSI 3326, and 1.5 units of accounting electives.
- **Finance:** BUSI 3360, 3361 and 2.0 units selected from BUSI 2060, 2263, 3324, 4408, 4409, 4461, 4464, 4465, 4466, ECON 2311, ECON 3305.
- **Management:** BUSI 2214, 2215 and 2.0 units of management electives, 1.0 unit of which must be at the 3000 level or above.
- **Marketing:** BUSI 2230, 2231, 3331, and 1.5 units of marketing electives.
- **Strategic Human Resource Management:** BUSI 3313, 3314, 4413, 4417, 4418 and BUSI 4406 or BUSI 4419.
- **Tourism & Hospitality Management:** THMT 1101, 1116, 2221, either 2205 or 2244, 0.5 unit of THMT elective and 0.5 unit of THMT elective at the 3000 level or above.

BBA GENERAL

Students who graduate from the BBA without a concentration or major will graduate with a General BBA.

INTERNATIONAL OPTION in Business Administration consists of **20.0 units** of study. This option consists of **all** required courses for a BBA (page 1) **AND**

- 0.5 unit of Humanities elective
- 0.5 unit of Arts & Sciences elective
- 2.5 unit of free electives
- 4.0 unit of BUSI/THMT and/or ECON of which 2.0 unit must be chosen from the following: BUSI 3312, BUSI 4419, BUSI 4432, BUSI 4464, THMT 2205, THMT 3305.
- 3.0 unit from the specialization in Global Issues coordinated by Public Policy Studies chosen from the following: POLS 1001/CANA 1001, POLS 1002/CANA 1002, POLS 2219, POLS 2224, POLS 2244, POLS 3308, POLS 3312, POLS 3324, POLS 3334, POLS 3344, POLS 3391, ECON 2311, ECON 2312, SOAN 3533
- of the 20.0 units required, a minimum of 1.5 units of study must be completed onsite **at a partner university outside of Canada.**

Note: Students must obtain a minimum GPA of 2.0 in 8.0 units of required business coursework. **Note:** For students in the co-operative education option, co-operative education work term courses (BUSI 1188, 2288 and 3388) cannot be counted in the calculation of the GPA.

Course list

Accounting Courses	
BUSI 1112	Introduction to Business Administration (major only)
BUSI 4400	Business Policy (major only)
BUSI 2221	Intro Accounting I CPA
BUSI 2222	Intro Accounting II CPA
BUSI 3320	Managerial Accounting CPA
BUSI 3324	Taxation CPA
BUSI 3325	Intermediate Accounting: Assets CPA
BUSI 3326	Intermediate Accounting: Equities CPA
BUSI 3343	Auditing CPA
BUSI 4415	Management Information Systems CPA
BUSI 4423	Adv. Financial Accounting I CPA
BUSI 4424	Adv. Financial Accounting II CPA
BUSI 4425	Cost Accounting CPA
BUSI 4426	Adv'd Cost Acct & Internal Control CPA
BUSI 4427	Advanced Taxation CPA
BUSI 4428	Accounting Theory
BUSI 4465	Financial Statement Analysis
CMPS/INTE 2245	Spreadsheet Applications <i>Please note: New for September 2014 admitted accounting major students only</i>
CPA refers to university exemption with CPA NS	

Finance Courses	
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

Strategic Human Resource Management	
BUSI 1112	Introduction to Business Administration (major only)
BUSI 4400	Business Policy (major only)
BUSI 2214	Organizational Behaviour: Individuals (not in minor)
BUSI 2215	Organizational Behaviour: Groups (not in minor)
BUSI 3313	Human Resource Management
BUSI 3314	Labour Relations
BUSI 3316	Organizational Topics
BUSI 4406	Managing Diversity
BUSI 4412	Values in a Business Society
BUSI 4413	Strategic Compensation
BUSI 4416	Management Topics
BUSI 4417	Recruitment and Selection
BUSI 4418	Strategic Human Resource Development
BUSI 4419	International Human Resource Mgmt
ECON 2204	Labour Markets & Policies in Canada (major only)
SOAN 2531	Work in Society & Culture (major only)
<i>Students cannot receive a major in both management and strategic human resource management</i>	

Marketing Courses	
BUSI 1112	Introduction to Business Administration (major only)
BUSI 4400	Business Policy (major only)
BUSI 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
<i>*required for a concentration or a major</i>	

Management Courses	
BUSI 1112	Introduction to Business Administration (major only)
BUSI 4400	Business Policy (major only)
BUSI 2011	Introduction to Entrepreneurship
BUSI 2202	Communications Management
BUSI 2012	Work and Career in the Modern Global Environment
BUSI 2214	Organizational Behaviour: Individuals in Organizations
BUSI 2215	Organizational Behaviour: Groups
BUSI 2255	Intro to Information Systems in Org
BUSI 3306	Gov't Admin. & Policy Making
BUSI 3308	Operations Management
BUSI 3311	Small Business Management
BUSI 3312	International Business Mgmt
BUSI 3313	Human Resource Management
BUSI 3314	Labour Relations
BUSI 3316	Organizational Topics
BUSI 4406	Managing Diversity
BUSI 4410	Small Business Consultancy
BUSI 4412	Values in a Business Society
BUSI 4413	Strategic Compensation
BUSI 4414	Leadership Theory and Practice in Organizations
BUSI 4415	Management Information Systems
BUSI 4416	Management Topics
BUSI 4417	Recruitment and Selection
BUSI 4418	Strategic Human Resource Development
BUSI 4419	International Human Resource Mgmt
BUSI 4446	New Venture Creation
THMT 2225	Design Management
THMT 3323	Event & Meeting Management
THMT 3401	Managing in the Service Environment
<i>Students cannot receive a major in both management and strategic human resource management</i>	

Tourism and Hospitality Management Courses	
*THMT 1101	Intro to Tourism & Hospitality
*THMT 1116	Intro to Food Service Management
THMT 2201	Alternate Forms of Tourism
THMT 2202	Communications Management
THMT 2205	Geography for Tourism & Business
*THMT 2216	Planning & Mgmt of Food Service Operations
*THMT 2221	Hotel Management
THMT 2225	Design Management in BUSI & Tourism
THMT 2244	Sustainable Tourism Management
THMT 3221	Hospitality Management Accounting
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 3323	Event and Meeting Management
THMT 3362	Finance – Tourism Services
THMT 3380	Tourism and Hospitality Study Tour
THMT 3401	Managing in the Service Environment
THMT 4405	Destination Planning
THMT 4406	Destination Development
THMT 4410	Small Business Consultancy
THMT 4411	Current Issues in Food, Bev & Catering
THMT 4421	Accommodations & Leisure Operations
THMT 4440	Special topics in Hospitality Mgmt
THMT 4442	Special topics in Tourism Mgmt
THMT 4444	Sustainable Tourism: Global Perspective
THMT 4446	New Venture Creation
<i>*required for a concentration</i>	

Students can do a minor in any Department in the University. Students should consult that Department about the minor requirements in that area.

Degree Requirements for BBA – Total units required 20.0

Student Name _____

Student Number _____

Major _____ Concentration _____ Minor _____

Required courses – Total units required 9.5				
	Completed	Major	Concentration	Minor
BUSI 1112				
BUSI 2202				
BUSI 2214				
BUSI 2215				
BUSI 2221				
BUSI 2222				
BUSI 2230				
BUSI 2231				
BUSI 2259				
BUSI 3308				
BUSI 3311 or 3312				
BUSI 3320				
BUSI 3360				
BUSI 3361				
BUSI 4400				
ECON 1101				
ECON 1102				
MATH 2208				
MATH 2209				
Please note that BUSI 3306/POLS 3306, and BUSI 4406/WOMS 4406 are cross-listed courses which can count as business electives or arts and science electives or free electives.				

BUSI 1112, Introduction to Business Administration, and BUSI 4400, Business Policy may count among the six units for the major.

BUSI/THMT/ECON electives – Total units required 4.0				
	Completed	Major	Concentration	Minor
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Humanities elective – Total units required 0.5				
1.				

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

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