

BACHELOR OF BUSINESS ADMINISTRATION Student Name _____
COURSE WORKSHEET FOR FULL-TIME BBA STUDENTS (Revised July, 2014)
Check with your Faculty Advisor for possible variations & course prerequisites

Units 1-5- Recommended Year 1			Units 11-15 - Non-Co-op (All Concentrations) - Recommended Year 3		
Busi 1112	Introduction to Business Administration	½ unit	Busi 3308	Operations Management	½ unit
Busi 2202	Communications Management	½ unit	Busi 3311	Small Business Mngt <i>OR</i> Busi 3312 International Business Mngt	½ unit
Busi 2221	Introductory Accounting I	½ unit	Busi 3360	Finance I	½ unit
Busi 2222	Introductory Accounting II	½ unit	Busi 3361	Finance II	½ unit
Busi 2230	Principles of Marketing	½ unit		Business/Tourism/Economics Elective	½ unit
Econ 1101	Introduction to Microeconomics	½ unit		Business/Tourism/Economics Elective	½ unit
Econ 1102	Introduction to Macroeconomics	½ unit		Business/Tourism/Economics Elective	½ unit
	Arts and Science Elective (any level)	½ unit		Arts & Science Elective (2000 level or above)	½ unit
	Arts and Science Elective (any level)	½ unit		Arts & Science Elective (2000 level or above)	½ unit
	Humanities Elective - includes Busi/Rels 2250 or courses in Chinese, Cultural Studies, English, French, History, Library, Linguistics, Philosophy, Religious Studies, Spanish and Writing (only courses with a WRIT prefix)	½ unit		Free Elective	½ unit
If you are considering an accounting major or concentration, it is recommended that you take Busi 3325 and Busi 3326 in Year 2.					
Units 6-10 - Recommended Year 2			Units 16-20 - Non-Co-op (All Concentrations) - Recommended Year 4		
Busi 2214	Organizational Behaviour: Individuals in Organizations_ (was Busi 2212)	½ unit	Busi 4400	Business Policy	½ unit
Busi 2215	Organizational Behaviour: Groups, structure and culture (was Busi 2213)	½ unit		Business/Tourism/Economics Elective	½ unit
Busi 2231	Applied Marketing	½ unit		Business/Tourism/Economics Elective	½ unit
Busi 2259	Legal Aspects of Business	½ unit		Business/Tourism/Economics Elective	½ unit
Busi 3320	Managerial Accounting	½ unit		Arts & Science Elective (2000 level or above)	½ unit
Math 2208	Introduction to Probability and Statistics I	½ unit		Arts & Science Elective (2000 level or above)	½ unit
Math 2209	Introduction to Probability and Statistics II	½ unit		Free Elective	½ unit
	Business/Tourism/Economics Elective	½ unit		Free Elective	½ unit
	Business/Tourism/Economics Elective	½ unit		Free Elective	½ unit
	Arts and Science Elective (any level)	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”.

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.

MAJORS, CONCENTRATIONS AND MINORS

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. A major in the following areas must include:**

- **Accounting:** BUSI 2221, 2222, 3320 and either BUSI 3325 or BUSI 3326 as well as a minimum of 1.0 unit from the following accounting courses: 4415, 4423, 4424, 4425, 4426, 4427, 4428, 4465. *Please note: New for September 2014 admitted accounting major students only - CMPS/INTE 2245 is now a requirement of this major.*
- **Management:** at least 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.
- **Strategic Human Resource Management:** Busi 2214, 2215, 3313, 3314, 4406, 4413, 4417, 4418 and a minimum of 1.0 unit from the following courses: Busi 3316, 4412, 4416, 4419, Econ 2204 and Soan 2202.

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

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 or strategic human resource management**. Students must take a combination of required and elective courses from those listed 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 the following areas must include:**

- **Accounting:** BUSI 2221, 2222, 3320 and either BUSI 3325 or BUSI 3326.
- **Economics:** Econ 1101 and 1102 and 3.0 additional units of Economics courses
- **Tourism & Hospitality Management:** 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.
- **Marketing:** Busi 3331, 4430 and 4434. A concentration in Economics must include Econ 1101 and 1102 and three additional units.
- **Management:** Busi 2214 and 2215 and 3.0 units selected from BUSI 2011, 2202, 2255, 2225 including a minimum of 1.0 unit selected from the following management courses: 3306, 3308, 3311, 3312, 3313, 3314, 3316, 4407, 4410, 4412, 4413, 4414, 4415, 4416, 4417, 4418, 4419, 4446, THMT 3321, 3323, 3401.
- **Strategic Human Resource Management:** BUSI 2214, 2215, 3313, 3314, 4406, 4413, 4417, 4418 and 1.0 unit selected from the following electives BUSI 2214, 2215, 3316, 4412, 4416, 4419.

A **MINOR** in Business Administration consists of three units (six courses) in one of the following areas: **accounting, management marketing, finance or strategic human resource management**. 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 1.5 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 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

BBA—General

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

Marketing Courses		Management Courses		Tourism and Hospitality Management Courses	
Busi 1112	Introduction to Business Administration (major only)	Busi 1112	Introduction to Business Administration (major only)	*Thmt 1101	Intro to Tourism & Hospitality
Busi 4400	Business Policy (major only)	Busi 4400	Business Policy (major only)	*Thmt 1116	Intro to Food Service Management
Busi 2202	Communications Management	Busi 2011	Introduction to Entrepreneurship	Thmt 2201	Alternate Forms of Tourism
Busi 2230	Principles of Marketing	Busi 2202	Communications Management	Thmt 2202	Communications Management
Busi 2231	Applied Marketing	Busi 2214	Organizational Behaviour: Individuals	Thmt 2205	Geography for Tourism & Business
*Busi 3331	Consumer Behaviour	Busi 2215	Organizational Behaviour: Groups	*Thmt 2216	Planning & Mngt of Food Service Oper
Busi 3332	Retailing Management	Busi 2255	Intro to Information Systems in Org	Thmt 2221	Hotel Management
Busi 3333	Advertising	Busi 3306	Gov't Admin. & Policy Making	Thmt 2225	Design Management in Busi & Tourism
Busi 3334	Sales Management	Busi 3308	Operations Management	Thmt 2244	Sustainable Tourism Management
Busi 3336	Direct Marketing	Busi 3311	Small Business Management	Thmt 3305	International Travel & Tourism
Busi 3337	Services Marketing	Busi 3312	International Business Mgmt	Thmt 3311	Small Business Management
Busi 3338	Not-for-Profit Marketing	Busi 3313	Human Resource Management	Thmt 3312	Research Methods Seminar
*Busi 4430	Marketing Research	Busi 3314	Labour Relations	Thmt 3316	Food Service Management
Busi 4432	International Marketing	Busi 3316	Organizational Topics	Thmt 3317	Beverage Management
Busi 4433	Marketing Issues Seminar	Busi 4406	Managing Diversity	*Thmt 3321	Facility Management
*Busi 4434	Marketing Strategy	Busi 4410	Small Business Consultancy	Thmt 3323	Event and Meeting Management
Pbrl 1010	Foundations of Public Relations	Busi 4412	Values in a Business Society	Thmt 3380	Tourism and Hospitality Study Tour
	*required for a concentration or a major	Busi 4413	Strategic Compensation	Thmt 3401	Managing in the Service Environment
		Busi 4414	Leadership Theory and Practice in Organizations	Thmt 4405	Destination Planning
		Busi 4415	Management Information Systems	Thmt 4406	Destination Development
		Busi 4416	Management Topics	Thmt 4410	Small Business Consultancy
		Busi 4417	Recruitment and Selection	Thmt 4411	Current Issues in Food, Bev & Catering
		Busi 4418	Strategic Human Resource Development	Thmt 4421	Accommodations & Leisure Operations
		Busi 4419	International Human Resource Mgt	Thmt 4440	Special topics in Hosp. Mgmt
		Busi 4446	New Venture Creation	Thmt 4442	Special topics in Tourism Mgmt
		Thmt 2225	Design Management	Thmt 4444	Sustainable Tourism:Global Perspective
		Thmt 3321	Facility Management	Thmt 4446	New Venture Creation
		Thmt 3323	Event & Meeting Management		*required for a concentration
		Thmt 3401	Managing in the Service Environment		
			Students cannot receive a major in both management and strategic human resource management		

Degree Requirements Major _____ Concentration _____ Minor _____

		Completed	Major	Concentration	Minor			Completed	Major	Concentration	Minor				
Required Courses							Busi/THMT/Econ electives								
Busi 1112	.5 unit							.5 unit							
Busi 2202	.5 unit							.5 unit							
Busi 2214	.5 unit							.5 unit							
Busi 2215	.5 unit							.5 unit							
Busi 2221	.5 unit							.5 unit							
Busi 2222	.5 unit							.5 unit							
Busi 2230	.5 unit							.5 unit							
Busi 2231	.5 unit							.5 unit							
Busi 2259	.5 unit						Total	4.0 units							
Busi 3308	.5 unit														
Busi 3311 or 3312	.5 unit						Humanities elective	.5 unit							
Busi 3320	.5 unit														
Busi 3360	.5 unit						Arts/Science electives								
Busi 3361	.5 unit						Any level	.5 unit							
Busi 4400	.5 unit						Any level	.5 unit							
Econ 1101	.5 unit						Any level	.5 unit							
Econ 1102	.5 unit						2000 level or >	.5 unit							
Math 2208	.5 unit						2000 level or >	.5 unit							
Math 2209	.5 unit						2000 level or >	.5 unit							
Total	9.5 units						2000 level or >	.5 unit							
							Total	3.5 units							
Please note that BUSI 2250/PHIL 2250/RELS 2250, 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.							Free Electives								
												.5 unit			
												.5 unit			
												.5 unit			
												.5 unit			
												Total	2.5 units		
							Total BBA Requirements	20.0 units							

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