

GPA of 2.0 in the required 3.0 units and must meet any specified requirements for the minor.

Students in other professional degree programs may complete a minor in accounting, finance, management, marketing, nonprofit leadership, strategic human resource management or tourism and hospitality management from the Department of Business Administration and Tourism and Hospitality Management as per the calendar requirements for those minors.

► *Accounting minor*

- ❑ BUSI 2221, 2222, 3320 and 3325
- ❑ and the remaining 1.0 unit from BUSI 3324, 3326, 3343, 4415, 4423, 4424, 4425, 4426, 4427, 4428, 4465

► *Finance minor*

- ❑ BUSI 3360 and 3361
- ❑ 2.0 units selected from BUSI 2060, 2263, 3324, 4461, 4464, 4465, 4466, ECON 2311, ECON 3305

► *Management minor*

- ❑ BUSI 2214 and 2215
- ❑ 2.0 units of management electives, 1.0 unit of which must be at the 3000 level or above (see listing in concentration)

► *Marketing minor*

- ❑ BUSI 2230, 2231 and 3331
- ❑ 1.5 units of marketing electives (see listing in concentration)

► *Nonprofit Leadership minor*

- ❑ BUSI 2601, 3338, 3602, 3603, 3604
- ❑ 0.5 unit selected from the following electives: POLS 1101/CANA 1101, POLS 2203, POLS 2205, POLS 2244, SOAN 2530, SOAN 2531, COMM 2211/PBRL 2211, COMM 3025, COMM 3102, WOMS 1110, WOMS 4406/BUSI 4406

► *Strategic Human Resource Management minor*

- ❑ BUSI 2214, 2215, 3313 and 3314
- ❑ 1.0 unit selected from BUSI 3316, 4406, 4412, 4413, 4417, 4418, 4419, ECON 2204

► *Tourism and Hospitality Management minor*

- ❑ THMT 1101, 1116 and 2221
- ❑ THMT 2205 or THMT 2244
- ❑ 0.5 unit of THMT elective
- ❑ 0.5 unit of THMT elective at the 3000 level or above

## Business Minor

Students completing a BA or BSc can complete a Business Minor. To obtain a Business Minor, students must fulfill the following requirements:

- ❑ BUSI 1112
- ❑ 2.5 units of BUSI courses\*

\*Any five courses with a BUSI prefix; all current prerequisites for these courses must be met.

## Co-operative Education Option

Mount Saint Vincent University offers a 23.0 unit degree in business administration with the co-operative education option. The Bachelor of Business Administration (Co-operative Education) degree is accredited by the Canadian Association for Co-operative Education (CAFCE). Students complete all required coursework for the Bachelor of Business Administration and in addition must complete BUSI 1188, 2288 and 3388.

Co-operative education option involves a sequencing of normal academic terms and three four-month co-op terms. Students complete the normal academic sequence for their first 7.5 - 10.0 units of study. For the remainder of the program, co-op terms and academic terms alternate. Co-op students usually graduate one term later than traditional students. The following schedule depicts the typical Bachelor of Business Administration Co-operative Education program.

| Year | Sept-Dec        | Jan-Apr         | May-Aug         |
|------|-----------------|-----------------|-----------------|
| 1    | Academic Term 1 | Academic Term 2 | Free            |
| 2    | Academic Term 3 | Academic Term 4 | Co-op Term 1    |
| 3    | Academic Term 5 | Co-op Term 2    | Academic Term 6 |
| 4    | Co-op Term 3    | Academic Term 7 | Academic Term 8 |

By integrating academic study with three co-op terms, students will have an opportunity to determine career goals; gain practical knowledge and experience; develop confidence, maturity and human relations skills; apply academic material to practical working situations; generate employment contacts and provide financial assistance to meet educational expenses.

Co-op terms are available in the areas of accounting, management, and marketing. Students must satisfactorily complete the three co-op terms in order to receive the Bachelor of Business Administration (Co-operative Education) degree. Students completing fewer than three co-op terms and completing the academic requirements for the Bachelor of Business Administration degree will receive a Bachelor of Business Administration degree with transcript notation of their completed co-op terms.

### Program Standards:

Before the first co-op work term, students must meet these prerequisites:

1. a 2.0 CGPA at the end of the academic term prior to the job search process\*
2. normally completion of 10.0 units
3. successful completion of BUSI 2214, BUSI 2221, BUSI 2230, and ECON 1101

\*Students who do not meet the 2.0 CGPA requirements for co-operative education but have more than 7.5 units of transfer credits, or grades from courses completed more than five years ago, may request an individual review of their transcripts by the department Chair who may approve admission.

Once you have accepted a co-op term, there are three possible grades for co-op terms:

P Pass. Student continues academic study.

- NCR No credit, repeat. Normally, a student may receive only one NCR grade and remain in the degree program.
- F Fail. A failing grade in a co-op term results in dismissal from the program.

For additional information, refer to page 198 and to the co-operative education section online at [msvu.ca/co-op](http://msvu.ca/co-op).

## 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.

Students must fulfill the following requirements:

- a minimum of 10.0 and a maximum of 12.5 units in business administration and tourism and hospitality management including BUSI 4499
- a concentration or major in one area as approved by the department. The area of concentration must include at least 1.0 unit at the 4000 level in addition to the honours thesis.
- Students who graduate with a Bachelor of Business Administration-Honours may complete one or more minors in accounting, finance, management, marketing, strategic human resource management, tourism and hospitality management, or any other area as specified by the department offering the minor. A minor requires completion of 3.0 units of coursework. Students must achieve a minimum GPA of 2.0 in the required 3.0 units and must meet any specified requirements for the minor.
- 1.0 unit from each core group A, B, and C listed on page 63:
  - Core A - *Sciences & Mathematics* (1.0 unit)
  - Core B - *Social Sciences* (1.0 unit)
  - Core C - *Humanities* (1.0 unit)
- obtain a minimum GPA of 3.0 and a grade of at least C- in 10.0 units of the required honours courses including all courses required for the concentration or major
- achieve a minimum of B- in BUSI 4499
- obtain an overall GPA of 3.0 or better in all courses counted for the degree beyond the first 5.0 units taken
- Note: co-operative education work term courses (BUSI 1188, 2288, and 3388) cannot be counted in the calculation of the GPA*

*Note: First-class honours will be awarded to students who maintain a GPA of 3.5 or better in 10.0 units in the honours subject and no grade below B- in all courses counted for the degree beyond the first 5.0 units taken.*

## Honours Certificate

Students who have graduated from Mount Saint Vincent University with a Bachelor of Business Administration may apply to do an honours certificate. Students must fulfill the

requirements for the honours degree listed above and meet the University regulations regarding honours certificates.

## Professional Exemptions

1. The CPA Atlantic School of Business has a mission to attract, educate, and qualify individuals to become Chartered Professional Accountants. Successful graduates will have met the requirements of a challenging and rigorous CPA pre-certification process that meets the needs of business, public practice and government. The CPA Atlantic School of Business has authorized exemptions for Mount Saint Vincent University students looking to enter the Chartered Professional Accountant Professional Education Program (CPA PEP). A full listing of courses eligible for exemption from Mount Saint Vincent University can be found online from the CPA Atlantic website ([cpaatlantic.ca](http://cpaatlantic.ca)). Exemptions are granted for courses in which the standards and content are equivalent to those offered by CPA preparatory courses. To receive an exemption from prerequisite topics, minimum grade requirements exist. For full details on grade requirements, please contact your regional CPA Student Recruitment Advisor. Full exemptions from prerequisite courses required for entry to the CPA PEP are normally obtained through the completion of a Bachelor of Business Administration with a major in Accounting.
2. The Institute of Canadian Bankers Eastern Region has established an exemption policy for courses taken at Mount Saint Vincent University. Students may obtain information on equivalencies by contacting the ICB regional office in Halifax. A university grade of D or over is required to be considered as equivalent to an ICB pass and a university GPA of 3.5 or over is required for honours.
3. The Insurance Institute of Canada has authorized exemptions for Mount Saint Vincent University students in the following courses:
 

|           |                     |
|-----------|---------------------|
| BUSI 1112 | BUSI 2221           |
| BUSI 2222 | BUSI 2230           |
| BUSI 2231 | BUSI 2255           |
| BUSI 2259 | BUSI 3313           |
| BUSI 3314 | BUSI 3316           |
| BUSI 3320 | BUSI 3331           |
| BUSI 3334 | BUSI 3360           |
| BUSI 3361 | BUSI 4400           |
| BUSI 4415 | CMPS 1024/INTE 1024 |
| ECON 1101 | ECON 1102           |
| ECON 2201 | ECON 2210           |
| MATH 2208 | MATH 2209           |
4. The Purchasing Management Association of Canada (PMAC) has a well-established professional development program that leads to the designation, Supply Change Management Professional (SCMP). For more details about the program and possible exemptions, contact the PMAC Provincial or Territorial Institute.
5. The Association of Administrative Assistants has authorized exemptions for Mount students entering the Qualified Administrative Assistant Program in the following courses:
 

|           |                     |
|-----------|---------------------|
| BUSI 1112 | BUSI 2202/THMT 2202 |
| BUSI 2214 | BUSI 2221           |
| BUSI 2222 | BUSI 2230           |
| BUSI 2231 | BUSI 2259           |
| BUSI 3313 | BUSI 4406/WOMS 4406 |
| ECON 1101 | ECON 1102           |