

## Business Administration Diploma Requirements- At A Glance

**IMPORTANT:** Please read the following important information as you plan the completion of your program.

1. Although Term 1 and Term 2 are commonly prescribed as Year 1 courses and Term 3 and 4 are commonly Year 2 courses, our Course Based Registration principles allow for flexibility in the completion of these requirements provided that prerequisite courses are met (based on program course offerings) and within the six year allotted timeframe for program completion.
2. The program majors have been broken down into individual columns. Follow the program major column to identify the courses required for that major. Please note that courses listed in orange are 'core' courses required of all Business Administration students. Required 'program major' courses (in addition to the core courses) are detectable by locating the course credit hours within the major column (e.g. 3 or 6); you must complete the 'major' course within the corresponding row. B14
3. With the exception of Human Resource Management, ALL program majors have elective requirements which are non-core/major courses from Terms 3 and 4. It is the students responsibility to ensure that they have met the specific requirements of each major that determine eligibility to graduate.
4. For additional program related policies or for your Academic Coordinator's contact information, please see our Business Administration Program Handbook.

### YEAR 1 (Terms 1 & 2)

#### Term 1: Core Course Requirements

		Credit Hours	Prerequisite	Accounting	Financial Services	Human Resource Management	Logistics & Supply Chain Management	Marketing	General Studies
ACCT-1071	Accounting Fundamentals	6		6	6	6	6	6	6
ADMN-1010	Introduction to Canadian Business	3		3	3	3	3	3	3
COMM-1173	Communication Strategies	3		3	3	3	3	3	3
COMP-1255	Business Applications	6		6	6	6	6	6	6
MATH-1078	Business Mathematics	3		3	3	3	3	3	3
MRKT-1017	Marketing Foundations	6		6	6	6	6	6	6
<b>Term 1 credit hours</b>				<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>

#### Term 2: Core Course Requirements

ADMN-1012	Research Methods	3		3	3	3	3	3	3
COMM-2174	Communication for Business	3	COMM-1173	3	3	3	3	3	3
ECON-1011	Economics	6		6	6	6	6	6	6
HUMR-1064	Human Resource Management	3		3	3	3	3	3	3

#### Term 2: Program Major Course Requirements

(where credit hours are listed under each Major)

ACCT-2071	Financial Accounting	6	ACCT-1071	6					
ADMN-1020	Introduction to Supply Chain Management	3					3		
FNCE-1016	Personal Finance	6	MATH-2078 (co-requisite)		6				
MATH-2078	Financial Mathematics	3	MATH-1078	3	3				
MGMT 1093	Conflict Resolution	3				3			
MRKT-2017	Consumer Behaviour	3	MRKT-1017					3	
PROJ-1009	Project Management	3				3	3	3	
<b>Any other term 2 credit hours (minimum)</b>									6
<b>Term 2 credit hours</b>				<b>24</b>	<b>24</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>

**IMPORTANT: \*\*\*Please read the following information as you plan completion of the final terms of your program.**

1. Be sure that you are aware of the number of elective credit hours that you must complete for Terms 3 and 4. These are any Term 3 and 4 courses, excluding core courses and those required by your major. Elective courses are required by all program majors with the exception of Human Resource Management.
2. If you are behind on completing the courses from Terms 1 and 2, please reach out to your Academic Coordinator to help support the planning of subsequent terms.
3. If you are not on track to graduate at the end of the first four terms of your program, please ensure that you work with your Year 2 Academic Coordinator to adjust your anticipated program completion date. This ensures that you are eligible to register in subsequent terms and are listed as a potential graduate at the appropriate time.
4. For additional program related policies or for your Academic Coordinator's contact information, please see our Business Administration Program Handbook.

### YEAR 2 (Terms 3 & 4)

#### Term 3: Core Course Requirements

ADMN-2057	Topics in Global Business	3		3	3	3	3	3	3
ADMN-2058	Organizational Behaviour	3		3	3	3	3	3	3
COMM-2055	Client Relationships	3	COMM-1173	3	3	3	3	3	3

#### Term 3: Elective Course Requirements (S = Suggested Elective)

Term 3 OR 4 elective credit hours required based on major

<b>These</b>	<b>9</b>	<b>9</b>	<b>0</b>	<b>9</b>	<b>3</b>	<b>33</b>
Elective courses are from Term 3 or 4 and exclude any core and major required courses. are required to graduate.	The number of hours above are selected from Terms 3 & 4 elective courses - see Term 3 elective courses below.					

#### Term 3: Program Major Courses Requirements

(where credit hours are listed under the program major)

ACCT- 3072	Accounting Applications	3	ACCT-1071	3					
ACCT-1079	Tax Fundamentals	3	ACCT-1071	5	5				
ACCT-3070	Intermediate Accounting 1	6	ACCT-2071 MATH-2078	6					
ADMN-1017	Introduction to International Business	3					S		
ADMN-1021	Introduction to Canadian Customs	3	ADMN-1020				S		
ADMN-2014	Basic Business Analytics	3	ADMN-1012 COMP 1255	5			S	S	
ADMN-2022	Transportation and Logistics Fundamentals	6	ADMN-1020				6		
ADMN-2050	Applied Projects (offered terms 3 & 4)	3	ACCT-1071 COMP-1255 MRKT-1017 HUMR-1064 COMM-2174						
ADMN-2056	Entrepreneurship	3							
COMM-3064	Human Resources Communications	6	HUMR-1064 COMM-2174		6				
COMM-3117	Integrated Marketing Communications	6	MRKT-1017					6	
FNCE-1011	Fundamentals of Insurance	3			3				
FNCE-1021	Financial Services Selling 1	3			3				
FNCE-2022	Professional Selling	6	MRKT-1017					6	
FNCE-3013	Canadian Investment Funds	6	MATH-2078		6				
HUMR-2065	Recruitment and Selection	3	HUMR-1064			3			
HUMR-2066	Training and Development	3	HUMR-1064			3			
MGMT-2023	Procurement and Supply Management	3	ADMN-1020				3		
MGMT-2024	Operations and Process Management	3	ADMN-1020				3		
MRKT-2010	Marketing Research	3	ADMN-1012					3	
MRKT-1045	Digital Marketing 1	3	MRKT-1017					3	
SAFE-2020	Workplace Health and Safety	3	HUMR-1064			3			
<b>Term 3 credit hours, excluding term 3 and 4 electives</b>				<b>18</b>	<b>21</b>	<b>24</b>	<b>21</b>	<b>27</b>	<b>9</b>

<b>YEAR 2 (continued)</b>		Credit Hours	Prerequisite	Accounting	Financial Services	Human Resource Management	Logistics & Supply Chain Management	Marketing	General Studies
<b>Term 4: Core Course Requirements</b>									
ADMN-2052	Business Strategy	6	Final term	6	6	6	6	6	6
ADMN-2053	Business Law	3		3	3	3	3	3	3
<b>Term 4: Elective Course Requirements (S = Suggested Elective)</b>									
<i>Term 3 OR 4 elective credit hours required based on major</i>				9	9	0	9	3	33
<i>Elective courses are from Terms 3 or 4 and exclude any core and major required courses. These are required to graduate.</i>				The number of hours above are selected from Terms 3 & 4 elective courses - see Term 4 elective courses below.					
<b>Term 4: Electives and Program Major Course Requirements (where credit hours are listed under the program major)</b>									
ACCT-2014	Management Information Systems	3		S					
ACCT-4070	Intermediate Accounting 2	6	ACCT-3070	6					
ACCT-4071	Cost Accounting	6	ACCT-2071	6					
ADMN-2047	General Studies	3							
ADMN-2048	Global Entrepreneurship	3							
ADMN-2049	Applied Research in Social Innovation	3							
ADMN-2050	Applied Projects (offered terms 3 & 4)	3	ACCT-1071 COMP-1255 MRKT-1017 HUMR-1064 COMM-2174						
ADMN-2051	Social Innovation	3							
ADMN-2054	Small Business Plans	3	ADMN-2056						
ADMN-3022	Supply Chain Integration	6	ADMN-2022				6		
ADMN-3023	Supply Chain Strategy	6	ADMN-2022 MGMT-2023 MGMT-2024				6		
FNCE-2015	Life Licence Qualification	6	FNCE-3013						
FNCE-2016	Commercial Insurance	3	FNCE 1011						
FNCE-2021	Financial Services Selling 2	3	FNCE-1021		3				
FNCE-2121	Personal Financial Planning	6	FNCE-1011 FNCE 1016 FNCE-1021 FNCE-3013						
FNCE-3014	Small Business Finance	3	MATH-2078	S	3				
HUMR-2016	Contemporary Topics in HR Management	3	HUMR-1064			3			
HUMR-2067	Compensation and Benefits	3	HUMR-1064			3			
HUMR-2068	HR Management Research and Planning	6	HUMR-1064			6			
HUMR-2069	Labour Relations	6	HUMR-1064			6			
MATH-3014	Statistical Analysis	6	ADMN-2014	S			S	S	
MGMT-1094	Introduction to Total Quality Management	3	ADMN-2024				S		
MGMT-2025	Small Business Management	6							
MGMT-2026	Management and Leadership	3							
MRKT-2016	International Marketing	3	MRKT-1017						
MRKT-2018	Event Marketing & Management	3	MRKT-1017						
MRKT-2019	Service Marketing	3	MRKT-1017						
MRKT-2045	Digital Marketing 2	3	MRKT-1045					3	
MRKT-3019	Marketing Strategy	6	MRKT-1045 MRKT-2010 COMM-3117					6	
	FNCE-2015* OR FNCE-2016 OR FNCE-2121* (3 CR min) *3 credits of these 6 credit hour courses are deemed applicable to the required elective credit hour total.				3				
	MRKT-2016 OR MRKT-2018 OR MRKT-2019 (3 CR min)							3	
SABA-3001	Student Association Credit	3							
SEMR-2001	Co-op Preparation Workshop (required of all Co-op students)	0							
<b>Term 4 credit hours, excluding Term 3 &amp; 4 electives (see below)</b>				21	18	27	21	21	9
<b>* Students admitted into Business Administration before Winter of 2022 (January 4, 2022 or earlier)</b>									
<b>Term 3 OR 4 elective credits required Pre-Fall of 2022 enrollment</b>				*12	9	0	9	3	33
<b>Total Diploma credit hours (including electives)</b>				*102	99	99	99	99	99
<b>**Students admitted into Business Administration by Fall of 2022 (August 29, 2022 or later)</b>									
<b>Term 3 OR 4 elective credits required Fall of 2022 or after - enrollment</b>				**9	9	0	9	3	33
<b>Total Diploma credit hours (including electives)</b>				**99	99	99	99	99	99
<b>Term 5 (Optional)</b>									
COOP-2002	Co-op Education	6	<a href="#">See Website</a>						
<b>Revision Date: June 10, 2022</b>									