

BUSINESS ADMINISTRATION

Program: BADM

Credential: Ontario College Advanced Diploma, Co-op

Delivery: Full-time

Work Integrated Learning: 3 Co-op Work Terms

Length: 6 Semesters, plus 3 work terms

Duration: 3 Years

Effective: Fall 2018, Winter 2019, Summer 2019

Location: Barrie

Description

Georgian's three-year, Co-op, Business Administration program is as diverse as business itself. Required courses provide the student with the fundamental knowledge and skills for success in business and management. The broad range of choice in the third year provides the opportunity to tailor the diploma to unique career goals, including options in payroll, accounting, computers, advertising, marketing, logistics, human resource, entrepreneurship, international business management, leadership and the completion of external certification requirements.

Career Opportunities

Career opportunities include, but are not limited to, management trainee/manager, sales/sales management, personnel officer/manager in addition to entrepreneurial opportunities. Employers include banks, finance, trust and insurance companies, computer firms, government ministries and agencies, producers of consumer and industrial products, wholesalers, retailers, private companies and non-profit organizations.

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. evaluate the impact of global issues on an organization's business opportunities by using an environmental scan;
2. apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization's business initiatives;
3. assess and use current concepts/systems and technologies to support an organization's business initiatives;
4. conduct and present research to support business decision making;
5. plan, implement and evaluate projects by applying project management principles;
6. perform work in compliance with relevant statutes, regulations and business practices;
7. apply human resource practices to support management objectives and the organization's goals;
8. use accounting and financial principles to support the management and operations of an organization;
9. assess marketing and sales concepts and strategies and apply them to the needs of an organization;
10. outline principles of supply chain management and operations management and assess their impact on the operations of an organization;
11. participate in the development of a business plan;

12. develop strategies for ongoing personal and professional development to enhance work performance in the business field;
13. outline strategies used to manage risks in an organization's business activities;
14. employ environmentally sustainable practices within the business environment;
15. apply basic entrepreneurial strategies to identify and respond to new opportunities.

Practical Experience

Co-operative Education is a mandatory component of all Co-op programs at Georgian College; it has been designed as a process by which students integrate their academic education with work experience related to their programs of study. This integration affects much more than simply earning a salary, including the adjustment to the work environment and the development of professionalism. It also reinforces skills and theory learned during academic semesters, develops professional contacts, job knowledge and career path, improves human relations and communication skills, and promotes personal maturity and financial independence.

Students are requested to register, attend and participate in their scheduled co-operative education classes. These classes are scheduled for all first year students and are expected to be completed in order for students to proceed successfully to their first co-op work experiences. To ensure students are eligible to proceed onto any co-op work experience, students should refer to Promotional Status and Eligibility for Co-op as outlined in the College Calendar. Co-op policies and procedures can be located on our website:

www.georgiancollege.ca/student-services/co-op-and-career-services/students-tab/ (<http://www.georgiancollege.ca/student-services/co-op-and-career-services/students-tab/>)

Georgian College follows the Co-operative Education guidelines set out by the Canadian Association for Co-operative Education (CAFCE) and Education at Work Ontario (EWO) by supporting the learning outcomes designed for the program specific graduate profile and curriculum as set out by the Ministry of Advanced Education and Skills Development.

The Program Progression

Fall Intake

- **Sem 1:** Fall 2018
- **Sem 2:** Winter 2019
- **Work Term 1:** Summer 2019
- **Sem 3:** Fall 2019
- **Work Term 2:** Winter 2020
- **Sem 4:** Summer 2020
- **Work Term 3:** Fall 2020
- **Sem 5:** Winter 2021
- **Sem 6:** Summer 2021

Winter Intake

- **Sem 1:** Winter 2019
- **Sem 2:** Summer 2019
- **Sem 3:** Fall 2019
- **Work Term 1:** Winter 2020

- **Sem 4:** Summer 2020
- **Work Term 2:** Fall 2020
- **Sem 5:** Winter 2021
- **Sem 6:** Summer 2021
- **Work Term 3:** Fall 2021

Summer Intake

- **Sem 1:** Summer 2019
- **Sem 2:** Fall 2019
- **Work Term 1:** Winter 2020
- **Sem 3:** Summer 2020
- **Work Term 2:** Fall 2020
- **Sem 4:** Winter 2021
- **Sem 5:** Summer 2021
- **Work Term 3:** Fall 2021
- **Sem 6:** Winter 2022

Articulation

A number of articulation agreements have been negotiated with universities and other institutions across Canada, North America and internationally. These agreements are assessed, revised and updated on a regular basis. Please contact the program co-ordinator for specific details if you are interested in pursuing such an option. Additional information can be found on our website at <http://www.georgiancollege.ca/admissions/credit-transfer/>

Admission Requirements

OSSD or equivalent with

- Grade 12 English (C or U)
- any Grade 11¹ or 12 Mathematics (C, M, or U)

¹ Minimum of 60% in Grade 11 College or University level Mathematics (MBF3C or MCF3M)

Mature students, non-secondary school applicants (19 years or older), and home school applicants may also be considered for admission. Eligibility may be met by applicants who have taken equivalent courses, upgrading, completed their GED, and equivalency testing. For complete details refer to: www.georgiancollege.ca/admissions/policies-procedures/ (<http://www.georgiancollege.ca/admissions/policies-procedures/>)

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may also be considered for admission; refer to the Credit Transfer Centre website for details:

www.georgiancollege.ca/admissions/credit-transfer/ (<http://www.georgiancollege.ca/admissions/credit-transfer/>)

Additional Information

It is strongly recommended that applicants complete the CPA to ensure proper placement in their first communications course.

Graduation Requirements

- 19 Program Courses
- 2 Communications Courses

- 10 Program Option Courses
- 5 General Education Courses
- 3 Co-op Work Terms

Graduation Eligibility

To graduate from this program, the passing weighted average for promotion through each semester, from year to year, and to graduate is 60%. Additionally, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester unless otherwise stated on the course outline.

Program Tracking

Semester 1		Hours
Program Courses		
ACCT 1000	Financial Accounting Principles 1	42
BUSI 1001	Introduction to Organizational Behaviour	42
COMP 1003	Microcomputer Applications	42
MATH 1002	Mathematics of Finance	42
MKTG 1000	Introduction to Marketing	42
Communications Course		
Select 1 course from the communications list during registration.		42
Hours		252
Semester 2		
Program Courses		
BUSI 2005	Customer Service	42
ECON 1000	Microeconomics	42
HURM 1000	Human Resources Management Foundations	42
LAWS 2000	Business Law	42
Communications Course		
Select 1 course from the communications list during registration.		42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 3		
Program Courses		
ACCT 1003	Finance and Management Accounting	42
ECON 2000	Macroeconomics	42
MGMT 2001	Principles of Management	42
MGMT 2012	Introduction to Project Management	42
STAT 2000	Statistics 1	42
General Education Course		
Select 1 course from the general education list during registration.		42
Hours		252
Semester 4		
Program Courses		
ENTR 2009	Entrepreneurship and Small Business	42
FNCE 2000	Business Finance	42
MGMT 2000	Production and Operations Management	42
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Courses		
Select 2 - 42 hour courses from the available list during registration. Contact the program co-ordinator for further details.		84
Hours		252
Semester 5		
Program Courses		
ETHC 3002	Business Ethics	42
General Education Course		
Select 1 course from the general education list during registration.		42
Program Option Courses		

Select 4 - 42 hour courses from the available list during registration. Contact the program co-ordinator for further details. 168

Hours 252

Semester 6

Program Courses

MGMT 3001	Managerial Decision Making	42
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General Education Course

Select 1 course from the general education list during registration.	42
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Program Option Courses

Select 4 - 42 hour courses from the available list during registration. Contact the program co-ordinator for further details.	168
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Hours 252

Total Hours 1512

Co-op Work Terms

Hours

COOP 1008	Business Work Term 1 (Fall intake - occurs after Semester 2, Winter intake - occurs after Semester 3)	560
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COOP 2024	Business General Work Term 2 (Fall intake - occurs after Semester 3, Winter intake - occurs after Semester 4)	560
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COOP 3000	Business Work Term 3 (Fall intake - occurs after Semester 4, Winter intake - occurs after Semester 6)	560
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Hours 1680

Total Hours 1680

Information contained in College documents respecting programs is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs. The college reserves the right to add or delete programs, options, courses, timetables or campus locations subject to sufficient enrolment, and the availability of courses.