

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 2023, Winter 2024, Summer 2024

Location: Barrie

Description

Students engage with topics that are as diverse as business itself. Students develop the fundamental knowledge and skills for success in business and management. The broad range of choice in the third year provides students with 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 may 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

All co-operative education programs at Georgian contain mandatory work term experiences aligned with program learning outcomes. Co-op work terms are designed to integrate academic learning with work experience, supporting the development of industry specific competencies and employability skills.

Georgian College holds membership with, and endeavours to follow, the co-operative education guidelines set out by the Co-operative Education and Work Integrated Learning Canada (CEWIL) and Experiential and Work-Integrated Ontario (EWO) as supported by the Ministry of Colleges and Universities.

Co-op is facilitated as a supported, competitive job search process. Students are required to complete a Co-op and Career Preparation course scheduled prior to their first co-op work term. Students engage in an active co-op job search that includes applying to positions posted by Co-op Consultants, and personal networking. Co-op work terms are scheduled according to a formal sequence that alternates academic and co-op semesters as shown in the program progression below.

Programs may have additional requirements such as a valid driver's license, strong communication skills, industry specific certifications, and ability to travel. Under exceptional circumstances, a student may be unable to complete the program progression as shown below. Please refer to Georgian College Academic Regulations for details.

International co-op work terms are supported and encouraged, when aligned with program requirements.

Further information on co-op services can be found at www.GeorgianCollege.ca/co-op (<https://www.georgiancollege.ca/co-op/>)

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Fall Intake

- **Sem 1:** Fall 2023
- **Sem 2:** Winter 2024
- **Work Term 1:** Summer 2024
- **Sem 3:** Fall 2024
- **Work Term 2:** Winter 2025
- **Sem 4:** Summer 2025
- **Work Term 3:** Fall 2025
- **Sem 5:** Winter 2026
- **Sem 6:** Summer 2026

Winter Intake

- **Sem 1:** Winter 2024
- **Sem 2:** Summer 2024

- **Sem 3:** Fall 2024
- **Work Term 1:** Winter 2025
- **Sem 4:** Summer 2025
- **Work Term 2:** Fall 2025
- **Sem 5:** Winter 2026
- **Sem 6:** Summer 2026
- **Work Term 3:** Fall 2026

Summer Intake

- **Sem 1:** Summer 2024
- **Sem 2:** Fall 2024
- **Work Term 1:** Winter 2025
- **Sem 3:** Summer 2025
- **Work Term 2:** Fall 2025
- **Sem 4:** Winter 2026
- **Sem 5:** Summer 2026
- **Work Term 3:** Fall 2026
- **Sem 6:** Winter 2027

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 <https://www.georgiancollege.ca/admissions/credit-transfer/> (<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/academic-regulations/ (<https://www.georgiancollege.ca/admissions/academic-regulations/>)

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 for Prior Learning website for details:

www.georgiancollege.ca/admissions/credit-transfer/ (<https://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

20 Program Courses
2 Communications Courses
9 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

The following reflects the planned course sequence for full-time offerings of the Fall intake of the program. Where more than one intake is offered contact the program co-ordinator for the 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 |
| MKTG 2033 | Professional Edge | 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 |
| LAWS 2000 | Business Law | 42 |

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|---|---|--------------|
| MGMT 2000 | Production and Operations Management | 42 |
| General Education Course | | |
| Select 1 course from the general education list during registration. | | 42 |
| Program Option Course | | |
| Select 1 course from the available list during registration. Contact the program co-ordinator for further details. | | 42 |
| 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 |
| 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 |
| 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 |
| COOP 2024 | Business General Work Term 2 (Fall intake - occurs after Semester 3, Winter intake - occurs after Semester 4) | 560 |
| COOP 3000 | Business Work Term 3 (Fall intake - occurs after Semester 4, Winter intake - occurs after Semester 6) | 560 |
| Hours | | 1680 |
| Total Hours | | 1680 |

Graduation Window

Students unable to adhere to the program duration of three years (as stated above) may take a maximum of six years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document 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.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.