

# BUSINESS ADMINISTRATION

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## Program Outline

<b>Major:</b>	BADM
<b>Length:</b>	3 Years
<b>Delivery:</b>	6 Semesters, plus 3 work terms
<b>Credential:</b>	Ontario College Advanced Diploma, Co-op
<b>Effective:</b>	2014-2015
<b>Location:</b>	Barrie
<b>Start:</b>	Fall (Barrie), Winter (Barrie)

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### 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:

- evaluate the impact of global issues on an organization's business opportunities by using an environmental scan;

- apply principles of corporate sustainability, corporate social responsibility and ethics to support an organization's business initiatives;
- assess and use current concepts/systems and technologies to support an organization's business initiatives;
- conduct and present research to support business decision making;
- plan, implement and evaluate projects by applying project management principles;
- perform work in compliance with relevant statutes, regulations and business practices;
- apply human resource practices to support management objectives and the organization's goals;
- use accounting and financial principles to support the management and operations of an organization;
- assess marketing and sales concepts and strategies and apply them to the needs of an organization;
- outline principles of supply chain management and operations management and assess their impact on the operations of an organization;
- participate in the development of a business plan;
- develop strategies for ongoing personal and professional development to enhance work performance in the business field;
- outline strategies used to manage risks in an organization's business activities;
- employ environmentally sustainable practices within the business environment;
- 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 program 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 to proceed successfully to their first co-op work experience. 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.georgianc.on.ca/careers/for-students/](http://www.georgianc.on.ca/careers/for-students/)

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 Training, Colleges and Universities.

### **The Program Progression:**

Fall Intake - Barrie

Sem 1	Sem 2	Work Term 1	Sem 3	Work Term 2	Sem 4
Fall 2014	Winter 2015	Summer 2015	Fall 2015	Winter 2016	Summer 2016
Work Term 3	Sem 5	Sem 6			
Fall 2016	Winter 2017	Summer 2017			

Winter Intake - Barrie

Sem 1	Sem 2	Sem 3	Work Term 1	Sem 4	Work Term 2	Sem 5
Winter 2015	Summer 2015	Fall 2015	Winter 2016	Summer 2016	Fall 2016	Winter 2017
Sem 6	Work Term 3					
Summer 2017	Fall 2017					

### **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.georgianc.on.ca/academics/articulations/>

### **Admission Requirements:**

You must meet ONE of the following requirements to be eligible for admission to these programs:

Secondary school applicants:

- OSS Curriculum: OSSD or equivalent with Grade 12 English (C) or (U) (ENG4C, ENG4U); plus any Grade 11\* or 12 College level Mathematics (MBF3C, MAP4C or MCT4C) or 11\* or 12 University level Mathematics (MCF3M, MCV4U, MHF4U, MCB4U, MGA4U or

MDM4U). (\*Minimum of 60% in Grade 11 College or University level Mathematics MBF3C or MCF3M)

Non-Secondary school applicants (19 years or older):

- Any credit Communication course and most credit mathematics courses taken at Georgian College
- College preparatory programs including those taken at Georgian College: Business Foundations\*
- Equivalent courses in English and mathematics taken through secondary school or Independent Learning Centres (at the general, advanced, college or university level)
- Academic and Career Entrance Certificate (ACE) program with communications and business, apprentice or technical mathematics\*
- Mature student testing in English and mathematics that meets the minimum standards for admission (available through most testing services)\*
- Ontario High School Equivalency Certificate (GED)
- English, Literature or Communication credit courses and most mathematics credit courses from accredited colleges/universities

Home school applicants:

- Applicants can write the mature student testing in English and mathematics that meets the minimum standards for admission (available through testing services)\*

\* available from Georgian College. For a complete listing please contact the Office of the Registrar.

Non-secondary school applicants who are 19 years of age or over by the first day of classes, and who lack the academic entrance qualifications, may be considered for entrance to an appropriate post-secondary diploma or certificate program as mature applicants. Mature applicants must meet all program specific prerequisites including all selection criteria; equivalencies are stated above. Applicants who are unsure whether they meet admission requirements should contact the Office of the Registrar. In addition, those applying as mature students and having no documentation of Grade 12 education must supply, if required, proof of age, such as a copy of an official birth certificate or driver's licence. Refer to Section 2.5 and 2.6 of the Academic Calendar for further details.

Credit transfer and course exemptions:

Applicants who have taken courses from a recognized and accredited post-secondary institution and/or have relevant life/learning experience may be eligible for credit transfer/course exemptions. Courses/experience must match at least 80% of the learning outcomes of a Georgian College course with a minimum grade of 60% or C achieved in previous coursework; some program exceptions apply (see program

outline). For further information please visit the Credit Transfer Centre website: [georgiancollege.ca/admissions/credit-transfer/](http://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 Mandatory Courses
- 2 Communications Courses
- 10 Optional 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.

**Mandatory Courses**

- ACCT1000 Financial Accounting Principles 1
- ACCT1003 Finance and Management Accounting
- BUSI1001 Introduction to Organizational Behaviour
- BUSI2000 Entrepreneurship and Small Business
- BUSI2005 Customer Service
- COMP1003 Microcomputer Applications
- ECON1000 Microeconomics
- ECON2000 Macroeconomics
- ETHC3002 Business Ethics
- FNCE2000 Business Finance
- HURM1000 Human Resources Management Foundations
- LAWS2000 Business Law
- MATH1002 Mathematics of Finance
- MGMT2000 Production and Operations Management
- MGMT2001 Principles of Management
- MGMT2012 Introduction to Project Management
- MGMT3001 Managerial Decision Making
- MKTG1000 Introduction to Marketing

STAT2000 Statistics 1

Communications Courses

To be selected at time of registration from the College list, as determined by testing.

Optional Courses

To be selected from College list

General Education Courses

To be selected from College list

Co-op Work Terms

COOP1008 Business Work Term 1

COOP2024 Business General Work Term 2

COOP3000 Business Work Term 3

**Course Descriptions:**

ACCT1000 Financial Accounting Principles 1 42.0 Hours

This introductory course in financial accounting covers the accounting cycle including preparation of financial statements for service and trading companies operating as single proprietorships. Also included are topics related to accounting for merchandising operations, accounting information systems, cash.

ACCT1003 Finance and Management Accounting 42.0 Hours

This course provides the non-financial manager with an understanding of the accounting and finance functions in an organization. The course will focus on how accounting information is used to measure performance, to control, to plan and to make managerial decisions impacting the long- and short-run profitability of the business.

BUSI1001 Introduction to Organizational Behaviour 42.0 Hours

Organizational Behaviour is an introductory course which teaches social science theory as applied to the business world. It provides rich insights about working people in all kinds of organizations and also suggests how people may be motivated to work together more productively.

BUSI2000 Entrepreneurship and Small Business 42.0 Hours

This course deals with establishing and operating a small business. Emphasis is placed on using business techniques, acquired in previous courses, to assist in developing a comprehensive understanding of the skills and abilities needed to succeed.

**BUSI2005 Customer Service 42.0 Hours**

Building an awareness of the critical need for a high level of Customer Service in any organization is necessary for success in the new millenium. Differentiated Customer Service can be the basis for building a sustainable competitive advantage. The course will deal with company philosophy, implementation strategies and customer contact.

**COMP1003 Microcomputer Applications 42.0 Hours**

This course will introduce the student to database, spreadsheet, and presentation software. The student will be provided with a working knowledge of the most common business computer application software. This course will provide the student with hands-on learning and independent study.

**COOP1008 Business Work Term 1 560.0 Hours**

Co-operative Education is a mandatory component of this diploma at Georgian College and is a requirement for graduation. The student is required to attend and participate in scheduled Co-op classes (CPHR0001) prior to their first Co-op work term. Each student is responsible for obtaining a Co-op work term that is program related with an employer that has been approved by their Co-op Consultant. A debriefing session will be held upon return to school. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

**COOP2024 Business General Work Term 2 560.0 Hours**

Building on work term one, the student will acquire industry related experience and achieve learning outcomes specific to the Business - General program while developing knowledge and skills relevant to their program of study. The first Co-op credit must be successfully completed prior to the second Co-op work term. A debriefing session will be held upon return to school. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

P- COOP1008 Business Work Term 1

**COOP3000 Business Work Term 3 560.0 Hours**

The second Co-op credit must be successfully completed prior to the third Co-op work term. Building on work term one and two, the student will continue to acquire knowledge and skills related to their program of study. The student must successfully complete the Co-op work term and submit all of the required documentation in order to receive the Co-op credit.

P- COOP2006 Business Work Term 2 or P- COOP2024 Business General Work Term 2 or  
P- COOP2025 Business Accounting Work Term 2 or P- COOP2026 Business Marketing  
Work Term 2 or C- COOP2027 Business Human Resources Work Term 2

**ECON1000 Microeconomics 42.0 Hours**

This course provides an introduction to the principles and methods of economic analysis. The course examines how households and firms make economic decisions. It

also analyzes the efficiency of scarce resource allocation under a range of market structures.

#### ECON2000 Macroeconomics 42.0 Hours

This course is designed to give students an understanding of how the overall economy operates and what economic indicators tell us about its health. The course explores government options for stabilizing the economy, and the impact of international trade. It is highly recommended that students take Microeconomics (ECON 1000 or equivalent) prior to taking this course.

#### ETHC3002 Business Ethics 42.0 Hours

This course focuses on developing critical thinking skills and using them to resolve ethical dilemmas arising in one's personal and professional life. Ethical issues examined will include contemporary controversies and business conflicts.

#### FNCE2000 Business Finance 42.0 Hours

This is an introductory course for the financial manager. This course covers terms, techniques, policies, patterns, and problems relating to business finance.

P- ACCT1004 Introduction To Accounting or P- ACC9101 Introduction To Accounting or P- ACCT1000 Financial Accounting Principles 1 or P- ACC2122 Financial Acctg. Principles 1 or P- ACCF1000 Principes de compt financière or P- ACF9101 Introduction A La Comptabilite or P- ACCT1010 Accounting 1 or P- BDE2101 Introductory Accounting or P- ACC2113 Intro Accounting 1 or P- FNCE1001 Understanding Accounting or P- ACCT1003 Finance and Management Accounting

#### HURM1000 Human Resources Management Foundations 42.0 Hours

This course provides an understanding of the modern Canadian human resources function. It covers the historical development of human resources management, the influence of government, staffing, employee relations, current trends and future issues. It provides a brief introduction to more specialized areas including compensation, training and development, employment law, industrial relations, occupational health and safety, and human resources planning.

#### LAWS2000 Business Law 42.0 Hours

This course covers the legal framework within which business takes place. The student learns how to avoid legal problems. Major topics include: the Canadian legal system, torts, contract law, the Sale of Goods Act, consumer protection, and employment law.

#### MATH1002 Mathematics of Finance 42.0 Hours

This introductory course is designed to develop a student's ability to perform basic mathematic operations and to apply mathematical techniques to a wide range of business problems. The mathematics of compound interest and annuities forms a major component of the course.



**MGMT2000 Production and Operations Management 42.0 Hours**

This course introduces students to concepts underlying effective operation and control of manufacturing and service businesses. Approaches to production control, inventory policy, facilities planning, methods improvement and technological assessment are studied.

**MGMT2001 Principles of Management 42.0 Hours**

This course provides you with an introduction to the various philosophies, roles and functions of management. In addition it will cover on going changes in business that have a direct effect on the role of management.

**MGMT2012 Introduction to Project Management 42.0 Hours**

This course provides you with an overview of project management and the essential tools needed to deliver successful projects on time and on budget. You will learn the fundamental principles of project management including: project initiation, project definition, creation of work breakdown structures, scheduling using Gantt charts and network diagrams, risk management, budgeting and controlling resources, quality assurance, auditing and project termination.

**MGMT3001 Managerial Decision Making 42.0 Hours**

This course is designed as a business decision simulation which offers students the opportunity to apply the 'tools' they have acquired in previous courses (i.e accounting, finance, marketing, human resource management) to solving real business problems in a competitive environment. Students must perform in an actual organizational environment and as such will better understand the interrelationships of the various functional areas. It is strongly recommended that students have taken a Business Finance and/or advanced accounting course.

**MKTG1000 Introduction to Marketing 42.0 Hours**

This is an overview course with primary focus on marketing products and services to the ultimate consumer. Emphasis is placed on the basic marketing premise that customer needs must be satisfied in order to achieve company objectives. The student gains insight into the complex and interdependent variables involved in developing successful marketing strategies. The strategic marketing planning process is introduced, along with the specific concepts and principles involved in the four key components of the marketing plan - Product, Price, Distribution, and Promotion Strategies.

**STAT2000 Statistics 1 42.0 Hours**

This course is designed to develop students' skills in organizing and summarizing information. It also provides an introduction to the techniques of inferential statistics (that is, drawing conclusions about populations on the basis of sample data). Students are expected to have and further develop their skills with spreadsheet software.

**Course Description Legend**

P = Prerequisite; C = Concurrent prerequisite; CO= Corequisite

*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.*