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

Winter Intake
- Sem 1: Winter 2020
- Sem 2: Summer 2020
- Sem 3: Fall 2020
- Work Term 1: Winter 2021
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 11 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.

Semester 1
- **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
- **General Education Course**
  - Select 1 course from the general education 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**

2019-20 Academic Catalog and Regulations
Select 4 - 42 hour courses from the available list during registration. Contact the program co-ordinator for further details.

168 Hours

**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

252 Hours

<table>
<thead>
<tr>
<th>Co-op Work Terms</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOP 1008  Business Work Term 1 (Fall intake - occurs after Semester 2, Winter intake - occurs after Semester 3)</td>
<td>560</td>
</tr>
<tr>
<td>COOP 2024  Business General Work Term 2 (Fall intake - occurs after Semester 3, Winter intake - occurs after Semester 4)</td>
<td>560</td>
</tr>
<tr>
<td>COOP 3000  Business Work Term 3 (Fall intake - occurs after Semester 4, Winter intake - occurs after Semester 6)</td>
<td>560</td>
</tr>
</tbody>
</table>

1680 Hours

**Total Hours**

1512

**Co-op Work Terms**

**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.

*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.*