

# Business Administration

## ENTRANCE REQUIREMENTS

### Academic:

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:
  - Advanced: 2205, 3205 (50% minimum in each course)
  - Academic: 2204 (50% minimum), 3204 (60% minimum)
- iii. Five credits at the 3000 Level

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1104A, 1104B, 1104C, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III)

Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Status

Applicants who do not meet the education prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Clause.

## PROGRAM TRANSFERABILITY

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

**Year 1:** The first year is a common year at the end of which students may graduate with a Business Administration Certificate.

**Year 2:** Students select one area of specialization for the second year from the following options: Accounting, General, Human Resource Management, and Marketing. Students may graduate at the end of Year 2 with a

Business Administration Diploma.

**Year 3:** The third-year options are Accounting, Human Resource Management, and Marketing. Students may graduate with a Business Management Diploma at the end of Year 3.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA
- Certified General Accountants of Canada (CGA)
- The Society of Management Accountants of Canada
- The Payroll Association of Canada

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association - Canada

## CERTIFICATE

- **One year**
- **Start date varies:** At some campuses the program begins in September; at others seats are filled as vacancies occur. Please check with the campus concerned.
- **Bay St. George, Burin, Carbonear, Clarendville, Corner Brook, Grand Falls-Windsor, Port aux Basques, and Prince Philip Drive Campuses and through Distributed Learning (DL)**
- **Note:** The Business Administration Certificate Program is offered through Continuing Education at Prince Philip Drive Campus in addition to the regular full-time program.
- **Note:** The Business Administration program is offered every alternate year at the Carbonear Campus.

## COURSES

CODE	TITLE	Hrs/wk		
		Cr	Le	La
<b>Semester 1</b>				
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
MA1400	Mathematics of Finance I	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0
SD1340	Student, Career & Portfolio Development I	1	1	0
<b>Semester 2</b>				
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MA2400	Mathematics of Finance II	3	3	1
MR2100	Marketing II	4	4	0
SD1341	Student, Career & Portfolio Development II	1	1	0
<b>Semester 3 (Intersession)</b>				
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0
MC1241	Computer Applications II	3	2	3
OJ1100	Work Exposure (Certificate Only)			2 wks

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

