

Business Administration – General Program Plan Checklist



Name: _____

Program Start Date: _____

Student ID: _____

GPA _____

Semester	Course #	Course Name	Prerequisite	Co-requisite	Grade	Credit Value	
One	AC1260	Financial Accounting I	None			5	
	CM1240	Business Communications I	None			4	
	HN1230	Human Resource Management I	None			3	
	FN1140	Introduction to Finance	None			3	
	MC1240	Computer Applications I	None			3	
	MR1100	Marketing I	None			4	
Two	AC2260	Financial Accounting II	AC1260			5	
	CM1241	Business Communications II	CM1240 or equivalent			4	
	HN1240	Human Resource Management II	HN1230			3	
	LW1230	Business Law	None			3	
	MC1242	Computer Applications II	MC1240			3	
	MR2100	Marketing II	MR1100			4	
Three	AC2230	Computerized Accounting I	AC1260			3	
	CM2200	Oral Communications	None			2	
Four	CM2300	Report Writing	None			2	
	EC1110	Microeconomics	None			4	
	MA1670	Statistics	None			4	
	MR1600	Professional Selling	CM1241, CM2200, MR2100			4	
	MR2300	Business Research	MR2100	MA1670		4	
	One of:						
	AC2220	Intermediate Financial Accounting I	AC2260, MC1242			5	
	AC2250	Managerial Accounting	AC2260, MC1242			4	
One of:							
HN1100	Industrial Relations	None			3		
HN2130	Recruitment and Selection	HN1240			3		
HN2150	Training and Development	HN1240			3		
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Five	EP2150	Entrepreneurship	None			3
	MR2400	Marketing Communications	MR2100, CM1241			4
	PS2340	Organizational Behaviour	None			4
	Elective	Minimum 3 credits				
	One of:					
	AC1350	Income Tax	AC2260			4
	AC3220	Intermediate Financial Accounting I	AC2220			5
	AC3250	Managerial Accounting II	AC2250			4
	One of:					
	HN1400	Occupational Health & Safety	None			3
	HN2100	Collective Agreement Administration	HN1100			3
	LW1210	Labour & Employment Law	HN1100, HN1240			4
	Six	OJ1590	Work Exposure (Six Weeks)	Successful completion of all courses in semester 1-5 of the General Diploma program with a minimum GPA of 2.0.		

NOTE:

- Prerequisites - When registering for courses, please take note of the prerequisites. A prerequisite must be completed before registering for a subsequent course
- Students must achieve a typing speed of 40 net words per minute at the end of Semester Five in order to be eligible for the Office Administration – Executive diploma from the College.
- Learners must achieve a grade point average of 2.0 or greater to meet graduation requirements. Use the GPA calculation table to calculate your GPA.
- This document is for planning purposes only. Official confirmation of course completion and grades are obtainable from Learner Services.