

BUSINESS ADMINISTRATION PROGRAM (WITH WORK EXPERIENCE) (B155)

PROGRAM NAME	Business Administration	TUITION	\$4,235.00 * †
COURSE CODE	B155	ADDITIONAL COST	
SCHOOL	School of Management		
CENTRE	Business		
LOCATION	St. James Campus		
DURATION	3 years (6 semesters in-class, 2 semesters work experience)		*Amounts listed are the total of tuition, materials, student service and ancillary fees for the first two semesters of programs starting in fall 2017. Fees are subject to change for programs starting in fall 2018 and at later dates.
FIELD EDUCATION	Work Experience (Co-op or Internship) Required		† This program includes 2 Work Experience semesters. The tuition fee for this program does NOT include the cost of Work Experience semesters. The first Work Experience fee of \$450 covers the cost of the Work Experience Preparation course and the first Work Experience semester. There is an additional fee of \$450 for the second Work Experience semester. Students who want a co-op program must apply using this code.
STARTING MONTH	September, January		
CREDENTIAL	Ontario College Advanced Diploma		
YEAR OF STUDY	2018-2019		
METHOD OF STUDY	FT		International students: Visit the International Fees and Related Costs ² page for more information.
APPLY TO	Ontario Colleges ¹		

The **Business Administration (with Work Experience)** advanced diploma program is designed to offer the widest range of possible career choices and opportunities in a variety of business disciplines. Graduates are prepared to work in diverse team settings and lead projects with relevant and practical skills.

This learning experience will enable you to:

- Conduct and present research to support business decision making
- Assess and use current concepts/systems and technologies to support an organization's business initiatives
- Develop a business plan to formulate the strategic direction of an organization
- Apply human resources practices to support management objectives and the organization's goals



This program (B155) is offered with Work Experience. Students wishing to apply for Business Administration **without** work experience³ should apply to B145⁴.

PART TIME STUDY OPTIONS

George Brown also offers a variety of evening courses and part-time certificate programs in Business Administration. See the Continuing Education Course Guide at coned.georgebrown.ca.

FIELD EDUCATION OPTIONS

WORK EXPERIENCE (CO-OP OR INTERNSHIP WORK TERM)

This program requires the successful completion of two semesters of work experience to graduate. This work experience is either co-op (paid) or internship (unpaid). Either one will give you the practical experience employers value.

George Brown works with employers and industry partners to identify potential work experience opportunities. Students are also strongly encouraged to pursue self-directed industry work experience opportunities they believe would provide the learning experiences they value and meet the learning outcomes of the program. This valuable work experience can in turn be added to your resume.

In addition to on-the-job work experience, George Brown College endeavours to provide field education opportunities with real world challenges and clients. Find out more about field education⁵ at the Centre for Business.

PROGRAM STANDARDS AND 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.

REQUIRED COURSES

In order to graduate from the **B145 program**, you need to complete **37 courses**: **26** Mandatory courses, **8** Business Electives, and **3** General Education Electives. For the **B155 program** you need to take an additional course, the Work Experience Prep Course (BUS 1000) in semester 3, and complete **2** Work Experience (Coop or Internship) Terms.

Depending on the results of your placement tests, you may be required to take COMM 1003 (English Skills) or CESL 1003 (English Skills-ESL) before progressing to COMM 1007. Similarly, you may be required to take MATH1027 (Business Math with Remediation) before progressing to MATH 1008. COMM1003/CESL 1003 and MATH 1027 **do not** count towards the 36 courses required for graduation, and **you will be charged for these extra courses**. Please speak to the Business Office staff if you need any assistance.

General Education Courses (Semester Three, Four, Five, and Six): You must complete **4** General Education courses. **1** mandatory ("Successful Social Relations" - GHUM 1087) and **3** chosen from at least **2** of the following categories: Social Sciences (GSSC), Arts and Humanities (GHUM) or Science and Technology (GSCI).

You are required to make up any failed or dropped courses before you are eligible to graduate. You can make up these classes during the day, and some are offered in the evening through Continuing Education. Please check with the Business Office staff to ensure that the Continuing Education courses are equivalent to what is taught in the full-time program. Please note that some courses may not be offered in every semester. Our staff can assist you in any special timetable requirements you may have.

SEMESTER 1

Code	Courses	Pre-requisite
BUS 1038	Business Concepts I	NONE
COMM 1007	College English	NONE
COMP 1010	Business Computer Applications I	NONE
HRM 1008	Fundamentals of HR Management	NONE
MARK 1020	Principles of Marketing I	NONE
MATH 1008	Math for Business & Management I	NONE

SEMESTER 2

Code	Courses	Pre-requisite
ACCT 1036	Principles of Accounting	NONE
BUS 1040	Project Management	NONE
COMM 1034	Professional Communications I	COMM 1007
COMP 1115	Business Computer Applications II	COMP 1010
MATH 1095	Math for Business & Management II	MATH 1008
PSY 1129	Organizational Behaviour	NONE

SEMESTER 3

Code	Courses	Pre-requisite
ECON 1032	Macroeconomics	NONE
MARK 1002	Professional Selling	MARK 1020
MGMT 4009	Operations Management	MATH 1095
MGMT 1018	International Business	MARK 1020
STAT 1012	Business Statistics	MATH 1095
GHUM 1087	Successful Social Relations	NONE
BUS 1000	Work Experience Prep Course *	COMM 1007 & 3.0 GPA

* This course is mandatory only for students taking the Work Experience Option (B155)

SEMESTER 4

Code	Courses	Pre-requisite
ACCT 2031	Managerial Accounting	ACCT 1036
BUS 1041	Small Business Management	BUS 1038
BUS 1044	Business Law	NONE
BUS 1055	Logistics & Supply Chain Management	MGMT 4009 & COMP 1115
STS 1037	Career Planning & Development	NONE

Select One General Education Elective

SEMESTER 5

Code	Courses	Pre-requisite
MGMT 1020	Management Decision Making	MGMT 4009 & ACCT 2031
Select Four Business Electives		
Select One General Education Elective		

SEMESTER 6

Code	Courses	Pre-requisite
MGMT 3006	Strategic Analysis	MGMT 1020 & COMM 1034
Select Four Business Electives		
Select One General Education Elective		

General Education Electives

ELECTIVES

BUSINESS ELECTIVES (SEMESTER FIVE AND SIX):

Code	Courses	Pre-requisite
BUS 3015	Applied Business Planning	ACCT 2031, MARK 1020, MATH 1008 & HRM 1008
CMMK 1114	Business Research & Report Writing	COMM 1034
CMMK 1127	The Business Media in Canada	COMM 1034
CMMK 1156	Talking Business	COMM 1034
COMP 1113	Principles of E-Business I	COMP 1010
ECON 1021	Environmental Economics	ECON 1031 or ECON 1032 or ECON 1034
MGMT 2029	International Trade Management	MGMT 3008 & MGMT 3009
HRM 2027	Coaching for Effective Performance Management	HRM 1008
MARK 2049	Principles of Marketing II	MARK 1020
MARK 2053	Negotiation Skills	MARK 1020
MGMT 2037	Retail Management	MARK 1020
MGMT 1017	Purchasing Practices	MGMT 4009
MGMT 2027	Small Business Finance	BUS 1041
MGMT 2025	International Marketing	MGMT 1018
MGMT 2028	International Market Entry & Distribution	MGMT 1018

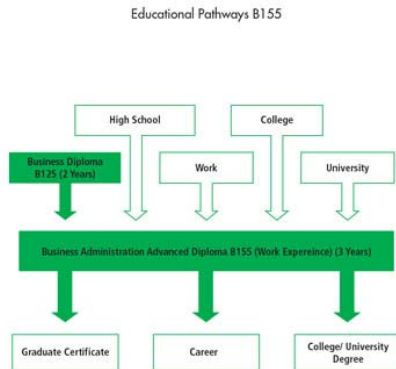
YOUR CAREER

Graduates are prepared for a variety of administrative and management positions in a broad range of employment settings. Graduates of the program have found employment as:

- Assistant Manager
- Customer Service Representative
- Financial Services Representative
- Project Manager
- Project Coordinator
- Sales Associate

FUTURE STUDY OPTIONS

For information on future study options, see georgebrown.ca/transferguide.



ADMISSION REQUIREMENTS

Applicants are selected on the basis of their academic achievement, including the required courses, and any other selection criteria outlined below.

- Ontario Secondary School Diploma or equivalent**
- Grade 12 English (C or U)
- Grade 11 Math (M or U) or Grade 12 (C or U)

** MATURE STUDENT STATUS (19 YEARS OF AGE OR OLDER AND NO OSSD)

Mature Students may take the Admissions Assessment⁶ for English and Math, OR may consider upgrading to achieve the credit(s) needed in English⁷ and Math⁸.

Please note that George Brown is committed to ensuring that applicants will succeed in their program of choice and meeting the minimum requirements does not guarantee admission to the program. Applicants may be required to have grades higher than the minimum requirements stated.

COURSE EXEMPTIONS

Some college and university credits may qualify you for exemptions. Please visit www.georgebrown.ca/transferguide for more information.

ENGLISH LANGUAGE PROFICIENCY

Proficiency in English communications is necessary for success in this program.

Please visit georgebrown.ca/englishproficiency for more details

INTERNATIONAL (VISA) STUDENTS

Visit the International Admissions⁹ page for more information.



"Having a field placement with Toronto 2015 gave me the upper hand when the organization was hiring. Although I didn't have any full-time work experience when I started, the tools and concepts I learned at school were transferable to the projects here." *Hear more about Aaman's*

*experience*¹⁰ at George Brown College's Centre for Business and how we connect students to industry during their studies by watching our video¹¹.

Aaman Dudani (Graduate 2013, Business Administration)

Project Coordinator, Toronto 2015 Pan Am/Parapan Am Games



"The thing I appreciate most about George Brown is how it's helped me to build myself. The person I was when I came here is definitely not the person I am leaving. I have a different set of skills and I have a different perspective on the world. I will be graduating within the next two

months and I already have a job lined up in the non-profit sector." *Hear more about Kyle Monczak's story in our video*¹².

Kyle Monczak (Student, Business Administration)



"Going into the Business Administration program at George Brown College, I didn't have a solid grasp on what my future would look like or what I wanted to pursue. Throughout the program, I've had the opportunity to meet fellow students with different skills, whether it be accounting,

marketing, human resources, etc., all of which are relevant to any business. Being able to experience a variety of courses from the different areas of business, along with networking with a wide range of students, has helped me decide on the path I'd like to take. In order to succeed in the future, you will need both skills as well as connections. George Brown provides the opportunity for you to develop both."

Ricardo Yu (Graduate 2014, Business Administration)



"The skills I got at George Brown really set me up to start as a junior Project Manager and be able to jump right in and take control of some projects and run from there. If you're a student who does well, make sure your teacher knows who you are. Research projects come up all the

time and other opportunities. That's exactly how I got where I am now: I happened to be excelling in a class, a job opportunity came up to that professor and he filtered it through to me." *Hear more about Dan Reilly's story in our video*¹³.

Dan Reilly (Graduate 2011, Business Administration)

CONTACT US

DOMESTIC STUDENTS ADMISSIONS

For inquiries about domestic admission requirements, admission deadlines, or the admissions process, please contact the Admissions Office at admissions@georgebrown.ca or visit the Admissions web page.

INTERNATIONAL STUDENT ADMISSIONS

For inquiries about international admission requirements, permits and visas, accommodations, or anything specific to international students, please contact the International Centre at International@georgebrown.ca or visit George Brown International.
Phone: (416) 415-5000 ext. 2115

FINANCIALS/FEES

For inquiries about OSAP, Bursaries, Scholarships and other financial inquiries, please contact the Financial Aid Office at FinAid@georgebrown.ca or visit the Financial Aid web page.

ENTRY ADVISING

For advice on the various program options and which program might be best suited for you, make an appointment to see an Entry Advisor. Please review these frequently asked questions or choose to book your appointment using the link provided.

1. **Book online:**
Complete and submit the Client Intake Form
2. **Book by phone:**
Entry Advisor: (416) 415-5000, Ext 2949 Toll Free:
1-800-265-2002 TTY: 1-877-515-5559

CENTRE FOR BUSINESS

For questions regarding programs at the Centre for Business or if you require more information, please do not hesitate to contact us. Our knowledgeable staff are available to assist you.

For general inquiries, please contact the Centre for Business:
Email: business@georgebrown.ca Phone: (416) 415-5000 ext. 2160

INFORMATION SESSIONS

For program specific information and to meet faculty, sign up to attend an information session

BUSINESS ADMINISTRATION (B145/155)

For inquiries related to this program (for example, course-specific information) please contact the Co-ordinator:

Mario Pascucci, Program Co-ordinator

Email: mpascucc@georgebrown.ca

or

Robert Ruggieri, Program Co-ordinator

Email: rruggieri@georgebrown.ca

Elizabeth Speers, Director, Centre for Business

Email: espeers@georgebrown.ca

VISIT OUR CAMPUS

On-campus information sessions are held on a regular basis. Come and have your questions answered. Learn about the program content or career options. Meet your friendly professors and staff. Experience what it is like to be in a George Brown College classroom. Sign up²⁰ for an upcoming session.

LINKS REFERENCE

¹[https://collegeapply.ontariocolleges.ca/?](https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B155&lang=en)

[collegeCode=GBTC&programCode=B155&lang=en](https://collegeapply.ontariocolleges.ca/?collegeCode=GBTC&programCode=B155&lang=en)

²<http://www.georgebrown.ca/international/futurestudents/tuitionfees/>

³<http://www.georgebrown.ca/programs/business-administration-program-b145/>

⁴<http://www.georgebrown.ca/programs/business-administration-program-b145/>

⁵http://www.georgebrown.ca/business/learning_environment/

⁶<http://www.georgebrown.ca/assessment/admi-pre/>

⁷<http://www.georgebrown.ca/upgrading-credits/english-diploma/>

⁸<http://www.georgebrown.ca/upgrading-credits/math-diploma/>

⁹<http://www.georgebrown.ca/international/futurestudents/applynow/>

¹⁰<https://www.youtube.com/watch?t=71&v=0EVXEqrFJNM>

¹¹<https://www.youtube.com/watch?t=71&v=0EVXEqrFJNM>

¹²<https://www.youtube.com/watch?v=uDRjvstkOhE>

¹³<https://www.youtube.com/watch?v=QZgQPfXV1II>

¹⁴<http://www.georgebrown.ca/admissions/>

¹⁵<http://www.georgebrown.ca/international/>

¹⁶<http://www.georgebrown.ca/financialaid/>

¹⁷http://www.georgebrown.ca/entry_advising_faq.aspx

¹⁸<http://www.georgebrown.ca/advising/contactform/>

¹⁹http://www.georgebrown.ca/info_sessions.aspx

²⁰http://www.georgebrown.ca/business_infosessions/

George Brown College is continually striving to improve its programs and their delivery. The information contained in this calendar is subject to change without notice. It should not be viewed as a representation, offer or warranty. Students are responsible for verifying George Brown College admission, graduation, and fee requirements as well as any requirements of outside institutions, industry associations, or other bodies that may award additional designations concurrently with, or after completion of, a George Brown College program.