

# BUSINESS ADMINISTRATION



## Hire The Best

Business Administration students learn how to plan, organize, direct and control business operations. With this knowledge, co-op students can work in the areas of personnel, supervision, sales, purchasing, accounting and franchise management. The Canadian Institute of Management and the Personnel Association of Ontario offer membership privileges to Business Administration students.

## Some Assignments Include

- Human resources coordination
- Small business management
- Market analysis or sales
- Purchasing and inventory control
- Budgeting and financial analysis
- Cost reduction studies

## Program Outline



Sept. – Dec.	Jan. – April	May – Aug.	Sept. – Dec.	Jan. – April	May – Aug.	Sept. – Dec.	Jan. – April	May – Aug.	Sept. – Dec.
Semester 1	Semester 2	Vacation	Semester 3	<b>Co-op Work Term 1</b>	Semester 4	<b>Co-op Work Term 2</b>	Semester 5	<b>Co-op Work Term 3</b>	Semester 6
Critical Business Practices Introduction to Micro-computer Applications Software Introduction to Canadian and International Business Principles of Marketing Reading and Writing Prose	Organizational Behaviour Intermediate Micro-computer Applications Software Mathematics of Finance Operations Management Approaches to Literature		Accounting 1 – Financial Accounting Business Communications Human Resource Management Entrepreneurship Employment Preplacement General Education Elective		Accounting 2 – Managerial Accounting International Business Concepts Management Principles Retailing Professional Selling		Quantitative Methods Recruitment and Selection Project Management for Business Small Business Finance General Education Elective		Business Strategy Industry Project International Management: Negotiation & Strategy Purchasing & Supply Management Developing a Business Plan

