

**BACHELOR OF BUSINESS ADMINISTRATION
PROGRAM PLANNING GUIDE**

Program starting date: SEPTEMBER 2008 or after

- This guide is for planning purposes only.
- Course offerings, requirements, schedules, and programs can and do change regularly.
- Always check the online University calendar for complete program requirements.

YEAR 1 and YEAR 2

- At least eight year 1 courses must be completed before enrolling in any year 2 courses.
- Your 'last' year 1 course(s) must be taken during your first term of year 2.

YEAR 1	PREREQUISITE	GRADE	TERM TAKEN
ENGL 100 Academic Writing Strategies	EDT=100 ¹		
BADM 101 Management			
BADM 102 Quantitative Methods	MATH 11 with a 'C' or Applications of Math 12 with a 'C' or BTEC 115 with a 'B' or Math 096 or BMTH 044 with a 'C'		
BADM 106 Organizational Behaviour			
BADM 107 Business Law ³			
BFIN 141 Accounting			
BMKT 161 Marketing	EDT = 100 ⁴		
CMNS 220 Advanced Business Writing & Editing	ENGL 100		
ECON 111 Principles of Microeconomics Theory			
Business Elective ² (BCPT 123 recommended)			

YEAR 2	PREREQUISITE	GRADE	TERM TAKEN
BFIN 241 Finance for Managers	BFIN 141 or BTEC 217 with a 'B', BADM 102, & CMNS 220 or CMNS 152 or BTEC 211		
BADM 201 Business Information Systems	30 post secondary credits		
BADM 204 Intro. to Strategic Management	BFIN 241 pre-requisite or co-requisite		
BADM 210 Business Statistics			
Business Elective ²			
Business Elective ²			
Business Elective ²			
Business Elective ²			
Arts or Sciences Elective ⁵			
Arts or Sciences Elective ⁵			

- See Calendar for further details and updates.
- Upon successful completion of the above courses, you are now eligible to apply for graduation - Business Administration 60 Credit Diploma

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YEAR 3 and YEAR 4

- **Courses listed in year 3 and year 4 can be taken in any order and in any year, except for 400 level courses, which are designed and recommended for students in year 4 of the BBA program.**

YEAR 3	PREREQUISITE	GRADE	TERM TAKEN
BADM 302 Human Resource Management	45 post secondary credits		
BFIN 244 Managerial Accounting or BFIN 341 Cost Accounting ⁶	BFIN 141 or BTEC 217 BFIN 142		
*Business Elective (Upper) ⁷			
*Business Elective (Upper) ⁷			
*Business Elective (Upper) ⁷			
Core Course ⁸			
Core Course ⁸			
Core Course ⁸			
ECON 112 Principles of Macroeconomics Theory	ECON 111		
English Literature ⁹	EDT		

YEAR 4	PREREQUISITE	GRADE	TERM TAKEN
*BADM 460 Business & Society	90 post secondary credits including ENGL 100		
*BADM 470 Business Policy & Strategy	90 post secondary credits including ENGL 100		
*Business Elective (Upper) ⁷			
*Business Elective (Upper) ⁷			
*Business Elective (Upper) ⁷			
*Core Course ⁸ (400-level)	90-credits BADM		
*Core Course ⁸ (400-level)	90-credits BADM		
Arts or Sciences Elective ⁵			
Arts or Sciences Elective ⁵			
Arts or Sciences Elective ⁵			

- **See University Calendar for further details and updates**

**Upon successful completion of the above courses, you are now eligible to apply for graduation
Bachelor of Business Administration 120 Credit Degree**

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Notes to the Program Planning Guide:

1	English Diagnostic Test (EDT) is required. Contact the Registrar's Office for EDT application form. The schedule can be found on the website at www.capilano.ca/programs/english/diagnostic/html
2	Business Elective should be 100 or 200 level School of Business courses, e.g. BADM 202, BADM 206, BADM 218, BADM 268, BADM 270, BADM 274, BCPT 123, BCPT 221, BCPT 223, BCPT 225, BFIN 142, BFIN 244, BFIN 246, BFIN 249, BFIN 286, BMKT 261, BMKT 262, BMKT 263, IBUS 231, IBUS 255 or ECON 210
3	Students planning to concentrate their studies in accounting must take BFIN 142 Financial Accounting 1 during year 1, term 2 and take BADM 107 Business Law during year 2, term 1.
4	Require EDT = 100 eligibility on English Diagnostic Test.
5a	<p>Select from the 100 level or higher Arts or Sciences disciplines:</p> <p>Arts: Humanities Division Art History, Chinese, English, French, German, History, Japanese, Linguistics, Music**, Philosophy, Spanish, Studio Art**, Theatre**.</p> <p>Social Sciences Division Anthropology, Criminology, Economics, Geography, Political Studies Psychology, Sociology, Women's Studies.</p> <p>Sciences: Astronomy, Biology, Chemistry, Computing Science, Applied Sciences, Geology, Human Kinetics, Kinesiology, Mathematics and Statistics, Physics.</p> <p>** Some courses in the subjects listed may not carry transfer credit. Please check with the advisor.</p>
5b	<p>Communications: Contact an Admissions and Academic Advising Officer for approval</p>
6	Both BFIN 244 and BFIN 341 may be taken for credit. However, CA, CGA, and CMA designations will only accept BFIN 341 for credit.
7	<p>Select Business Elective (Upper) from the following courses:</p> <p>BADM: 301, 303, 305, 306, 307, 310, 318, 320, 321, 322, 323, 324, 325, 329, 335, 382, 406, 465, 466, 475 BCPT 305, 325, 326 BFIN: 244, 331, 341, 342, 347, 348, 350, 351, 353, 391, 411, 431 BMKT: 315, 316, 360, 364, 365, 366, 367, 369, 401, 405 ECON: 210 IBUS: 321, 334, 340, 357, 368, 434</p>
8	Core course category requires a total of fifteen upper level credits with a minimum grade of "C+" in each course. Nine credits must be selected from BADM 301, BADM 305, BADM 310, BADM 318, BFIN 342, BFIN 347, BMKT 315, BMKT 360, BMKT 364, ECON 207 or IBUS 321. Six credits must be selected from BADM 465, BADM 466, BADM 475, BFIN 411, BFIN 431, BMKT 401, BMKT 405, or IBUS 434
9	English Literature course: ENGL 103, 104, 105, or 106
*	<p>The Capilano School of Business identified a group of courses that a student must complete at Capilano University in order to receive our Bachelor of Business Administration (BBA) degree, if they have transferred in 60 credits or more. These courses include:</p> <p>BADM 460 Business and Society BADM 470 Business Policy and Strategy 2 x 400-level core business electives 6 x Upper Level Business Electives (300 and 400 level) and/or 300 level core courses</p>

For More Information:

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revised July/10