

Business Administration

Program Locations:	Peterborough
Program Code:	BAD
Co-ordinator:	Lloyd Clive
Credential:	Ontario College Advanced Diploma
Start Dates:	September 04, 2012 - January 07, 2013
Tuition Fees:	\$1,864.70 per semester. Tuition and fees subject to change.



The Business Administration program provides a good overview of all the functions, tasks and positions in the business environment. As a generalist, you'll find yourself managing multiple tasks, projects and people - in whatever area of business you choose.

Program Highlights

Want to plan your own education in business, without specializing? The Business Administration program offers a wide variety of business and related courses to suit your career goals.

Our focus on team-based management skills will give you the skills employers are seeking. If you decide, part-way through your program, that you really want to specialize in a specific business area, you can easily switch over to another business program of your choice without loss of credits.

Want to fast-track into the working world? Begin your studies in January and you can study straight through the first summer semester to complete your diploma faster and be out in the workforce ready for your new career.

Success Stories

"Fleming College provides students with an excellent education. I believe it is the professors and staff who make the difference. They take a keen interest in working with students to create an enjoyable learning environment."

Ian Church, Program Graduate

Partner, Haultain Services, Woodview, Ontario

Why Choose Fleming

This program will prepare you for a career in today's ever-changing world. The **EDGE** focus within the Faculty of Business, Computing and Hospitality is founded on 4 principles:

- **Environmental Responsibility:** Learn how to contribute to a sustainable future. Ensure your career leaves a green footprint.
- **Diversity:** Work with a variety of people from faculty, administration, students and members of the community. Learn how to be creative and innovative.
- **Global Perspective:** Learn to compete on a level playing field in the global market.
- **Experience:** Gain real experience in your field through case studies, simulations, placements and applied projects.

Develop your **EDGE** at the Faculty of Business, Computing and Hospitality.

University Grad?

With your degree (in a non-business discipline) you can fast-track this program:

- Start in any semester
- Study for 3 consecutive semesters
- Graduate in just 12 months
- Ready to start your new career in business

Work Experience

As part of your studies, you will complete a minimum of 140 hours of field placement. Field placement provides an opportunity to gain actual work experience while studying and is mandatory for all business diploma programs. You'll arrange your field placements with the support of your program co-ordinator. This experience in a business or industry will give you the chance to put your education into practice - - and provide valuable contacts and a network for future employment.

Is this You?

Success in this field requires:

- Curiosity about business
- Problem-solving skills
- Analytical and creative thinking ability
- An entrepreneurial spirit

Career Opportunities

Choose the career direction you want to pursue - since you will have an excellent overview of business, you will be a good candidate for general management positions. As a manager, you are expected to know enough about each area you supervise to be able to manage teams, individuals, and projects effectively. Salaries are varied, depending on whether you work for a non-profit organization, small or a large company, and are generally higher in larger cities.

Minimum Admission Requirements

OSSD with the majority of credits at the College (C) and Open (O) level, including:

- 2 College (C) English courses (Grade 11 or Grade 12)
- 1 College (C) Math course (Grade 11)

When (C) is the minimum course level for admission, (U) or (U/C) courses are also accepted.

Recommended (but not required for admission):

- Grade 12 College (C) Math

Mature Students

If you are 19 years of age or older before classes start, and you do not possess an OSSD, you can write the Canadian Adult Achievement Test to assess your eligibility for admission. Additional testing or academic upgrading may be necessary to meet specific course requirements for this program.

*** Students starting in January are required to attend classes over the summer semester.**

Additional Costs

Approximately \$1,000 per year for books and supplies.

Transfer Agreements

We are committed to providing students and graduates with flexible options to get maximum recognition of their college studies. Through joint programs and transfer agreements with the following universities, you can apply the learning you acquire at Fleming College to earn a related degree in less time, and at less cost.

- Athabasca University
- Australian Catholic University National
- Lakehead University
- Laurentian University
- Northwood University
- Ryerson University
- Trent University
- University Canada West
- University of Lethbridge
- University of Lethbridge
- University of Ontario Institute of Technology
- University of Windsor

Curriculum for Business Administration

Semester 1

Code	Course Name	Hours
ORGB 3	Business Essentials - A Survival Course	45
COMM 78	College Communications for Business and Hospitality Professionals	37
ACCT 72	Introductory Accounting	45
COMP 345	Introductory Computing	45
MKTG 14	Marketing	45
MATH 11	Math Fundamentals for Business Studies	45

Semester 2

Code	Course Name	Hours
MGMT 159	Cash and Investment Decisions	45
COMM 148	Communicating at Work for Business and Hospitality Professionals	45
MGMT 7	Human Resources Administration	45
INTL 4	International Trade	45
BUSN 20	Operations Management	45
ORGB 13	Developing Effective Teams	45

Semester 3

Code	Course Name	Hours
LAWS 4	Business and Contract Law	45
ORGB 7	Contemporary Management Skills	45
BUSN 11	International Business	45
BUSN 13	Macroeconomics	45
Choose TWO of:		
INTL 1	Basics of Importing	45
BUSN 62	Customer Service Management	45
MKTG 8	Effective Sales Techniques	45
MGMT 15	Occupational Health and Safety	45
MGMT 17	Recruitment and Selection	45

Semester 4

Code	Course Name	Hours
MATH 46	Business Statistics and Quantitative Methods	45
FLPL 136	Field Placement I (BAD/GBE)	70
COMP 103	Intermediate Computer Applications	45
BUSN 18	Microeconomics	45
Choose TWO of:		
ORGB 8	Effective Problem Solving	45
MKTG 17	Marketing Communications	45
MKTG 22	Principles of Buying	45
MKTG 27	Retail Essentials	45
COMM 31	Speaking Effectively to Groups	45

Semester 5

Code	Course Name	Hours
ORGB 9	Negotiating Skills	45
BUSN 21	Organizational Theory, Structure and Design	45
GENED	General Education Elective	
Choose TWO of:		
INTL 1	Basics of Importing	45
BUSN 27	Career Search	45
MKTG 5	Consumer Behaviour	45
BUSN 61	New Ventures	45

Semester 6

Code	Course Name	Hours
MGMT 66	Corporate Social Responsibility: Ethical Conduct of Business	45
MGMT 139	Enterprise Resource Planning	45
FLPL 137	Field Placement II (BAD)	70
Choose THREE of:		
ORGB 8	Effective Problem Solving	45
MKTG 12	Internet/Direct Marketing	45
MKTG 17	Marketing Communications	45
MKTG 22	Principles of Buying	45
MKTG 27	Retail Essentials	45
MGMT 18	Training and Development	45
INTL 6	Transportation	45

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