

**Program Planning Worksheet**  
**Bachelor of Administration (120 credits)**  
**2022-2023 Academic Year**

Name: \_\_\_\_\_

Student no.: \_\_\_\_\_

**Foundation Courses (30 credits):** These required basic courses prepare you for university studies in business:

- |                                   |   |  |  |
|-----------------------------------|---|--|--|
| <input type="checkbox"/> MATH 208 | <input type="checkbox"/> ECON 201         | <input type="checkbox"/> Non-JMSB elective | <input type="checkbox"/> Non-JMSB elective |
| <input type="checkbox"/> MATH 209 | <input type="checkbox"/> ECON 203         | <input type="checkbox"/> Non-JMSB elective | <input type="checkbox"/> Non-JMSB elective |
| <input type="checkbox"/> BTM 200  | <input type="checkbox"/> ENGL 210 or 212* |  |  |

\* Complete this English course in your first year; level of English is determined by *placement test* at the Department of English.

**Core Courses (42 credits):** All BAdmin students must complete the following 14 courses:

- |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 205 | <input type="checkbox"/> COMM 220 | <input type="checkbox"/> COMM 226 | <input type="checkbox"/> COMM 315 |
| <input type="checkbox"/> COMM 210 | <input type="checkbox"/> COMM 222 | <input type="checkbox"/> COMM 305 | <input type="checkbox"/> COMM 320 |
| <input type="checkbox"/> COMM 215 | <input type="checkbox"/> COMM 223 | <input type="checkbox"/> COMM 308 | <input type="checkbox"/> COMM 401 |
| <input type="checkbox"/> COMM 217 | <input type="checkbox"/> COMM 225 |                                   |                                   |

**Business Elective Courses (18 credits):** You must complete 18 credits from among the courses offered by JMSB. These courses may include a 12-credit business minor.

- |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

**Non-JMSB Elective Courses (30 credits):** You must complete 30 credits offered by faculties **other than JMSB**, including **at least** 15 credits beyond the introductory level. These courses may include a non-JMSB minor.

- |                                |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ |                                | <input type="checkbox"/> _____ |                                |

**Sample First Year Schedule for Full-time Students**

You may register for five courses per term, but we suggest a maximum of four courses in your first term.

**Term 1**

- MATH 208 or 209
- ECON 201 or 203
- BTM 200
- ENGL 210 or 212\*

**Term 2**

- MATH 208 or 209
- ECON 201 or 203
- Non-JMSB elective
- Non-JMSB elective

**Important**

- **Foundation courses must be completed in your first year.**
- You should register for courses in both Fall and Winter terms once you have access.
- Consult the [Undergraduate Calendar](#) and [Class Schedule](#) to plan your class schedule wisely.
- Consult the [Registration Guide](#) for help when choosing courses.

\* If required, ESL courses must be completed before ENGL or elective courses.

**Important**

- Academic advisors are available to help you make your class schedule, change your course load and plan your degree progression; please refer to the [academic advising section](#) of our website to book an appointment.
- If you are required to take ESL courses, up to 15 ESL credits may count toward your degree. Even if ESL courses are not required, up to 6 ESL credits may count toward your degree.