



## BUSINESS ADMINISTRATION

### INSTRUCTOR CONTACT INFORMATION

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### IMPORTANT DATES

<b>Start Date &amp; Time:</b>	First-Year Students: September 1, 2020 at 9:00 a.m. <b>ALL</b> Second-Year Students: September 3, 2020 at 9:00 a.m.
<b>Location of Classroom:</b>	Semester 1: Virtual Semester 2: Rooms 139W – 140W, Charlottetown Centre, Prince of Wales Campus
<b>OJT Dates:</b>	Varies
<b>Christmas Break:</b>	Last teaching day – December 11, 2020 Students return on January 6, 2020
<b>February Break:</b>	Last Teaching day before break – February 21, 2020 Students return to classes on March 1, 2020
<b>End of 2019-2020:</b>	Friday, April 23, 2021
<b>Graduation:</b>	To be announced.

Currently, the Chief Public Office has indicated that anyone entering Prince Edward Island must self-isolate for 14 days. Currently, out of province students must apply for [travel approval](#) from the province and will need to provide proof of enrollment at Holland College along with proof of accommodation for entry into P.E.I. If the current directive of self-isolation from the Chief Public Office changes between now and September 1<sup>st</sup>, students will be advised of such changes by Holland College.

**SPECIAL NOTES:**

**Travel:**

When making travel arrangements, be sure to note the start and end date of classes so you travel outside those dates to avoid missing valuable class-time, quizzes, exams etc.

**Dress Code:**

The dress code for the Business Administration Program is business casual. However, from time to time you will be required to dress in professional business attire. As a result, you must ensure that professional business attire is a part of your wardrobe.

**Program Workload Considerations:**

On average, you will be scheduled for three hours of class-time/week for each course in which you are registered. For every hour you spend in class per week, successful students spend, on average, 2 hours on outside class activities. These activities may include reading course material in preparation for class, working on team projects and individual assignments, studying for tests, completing skill-practice activities and so on. In summary, if you are registered in five courses in a single semester you should expect to have a 40-50 hour course-load/week.

**BOOKLIST – Business Administration (2020-2021):**

Please note if an Access Code is listed under the textbook column, then a used textbook is not an option.

**First Year - Semester 1:**

Course	Textbook	New for 2020-2021
COMP 1000 – Computer Essentials & COMP 1500 – Management Information Systems	MyLabIT with Pearson eText – Access Code – for Exploring Microsoft Office 2019/365 (Pearson)	Yes
ENGL 1000 - English	Canadian Business English (Mindtap), by Guffey, Seeler,	Yes

	Burke, & Witlox (Nelson)	
BUSI 1010 – Human Resource Management I	Understanding Human Resource Management: A Canadian Perspective E-Text, 1 <sup>st</sup> ed., by Peacock, Belcourt & Stewart (Nelson)	Yes
MKTG 1000 - Marketing	Marketing: The Core, 5th Canadian Edition, ebook Plus Connect Access Code by Kerin, Hartley, Rudelius, Clements, and Skolnick (McGraw-Hill)	No
MATH 1000 – Business Math	Mathematics of Business and Finance Access Code with eBook 4th. edition, by Daisley, Kugathasan, Huysmans	Yes
ACCT-1001 Financial Accounting I, Part I & ACCT-1002 Financial Accounting I, Part II	Key Accounting Principles, Vol 1 Version 5.0 Digital Pin Code, (e-text/eWorkbook/AME Engage) (AME Learning Inc.)	Yes

**Other Required Materials Which May Be Purchased in Advance:**

**MATH-1000** – Texas Instruments BAII Plus Professional calculator or purchase the smartphone app for this calculator

**BOOKLIST**

**Second Year – Semester 1**

<b>Course</b>	<b>Textbook</b>	<b>New for 2020-2021</b>
COMP 2500 – Management Information Systems II	MIS, 10 <sup>th</sup> ed (Mindtap), Houssein Bidgoli, (Nelson)	Yes
BUSI-2045 Entrepreneurship & BUSI-2055 Business Plan Development	Entrepreneurship, Version 1.0, e-book Access Code, by Portolese, Krouse and Bonner (Flatworld)	No
BUSI-2065 Operations Management	OM, with OM Online ITerm Printed Access, 6 <sup>th</sup> edition, by Collier & Evans, Nelson	Yes
ACCT-1010 Computerized Accounting I	Using Sage 50 Accounting 2019, Canadian edition, 180 Day Subscription by Mary Purbhoo, Pearson	Yes
BUSI 2010 – Human Resource Management II	We continue using the textbook purchased for BUSI 1010- Understanding Human Resource Management: A Canadian Perspective E-Text) (See textbook list for 1 <sup>st</sup> Year courses)	Yes

**Information on 2<sup>nd</sup> semester textbooks will be sent at a later date.**

## **Student Hardware and Software Needs for Blended and Distance Learning (Current as of May 2020)**

### **Requirements:**

Note: These are general requirements for students to participate in blended and distance courses. Some programs may have higher or different requirements and prospective students should consult their program information.

1. A desktop or laptop computer. Either a Windows-based PC with Windows 10 or a Mac with macOS Catalina 10.15 or higher. Processor: Intel i3 minimum with i5 or higher recommended. RAM: 4 Gb minimum with 8Gb or higher recommended. Storage: 10 Gb storage minimum with SSD disk recommended. Regarding storage – some programs may have higher storage requirements.
2. Speakers/headphones/earbuds with microphone for listening to audio or videos presented in courses. Note: your laptop may have a built-in microphone and speakers, but we recommend an external set for best quality of experience during synchronous activities.
3. A built-in or external webcam for interacting in course activities that require video feedback from students.
4. Google Chrome is the only browser that SAM (the College's LMS) completely supports.
5. Microsoft Office 365. Students have free access to install the suite on their computers, tablets or other mobile devices. A browser-based version is available.
6. Adobe Reader DC.
7. An Internet connection with a minimum download speed of 10Mb/s and an upload speed of 1Mb/s is recommended. A wired connection to your home router is typically preferable to a wireless connection as it provides better stability and performance.
8. Tablets, smart phones, and Chromebooks may allow you to access some course content but have limited functionality and are not recommended.

### **Internet Connectivity**

To test your internet speed, go to <https://www.speedtest.net/> and click the “go” button. A test will take place that measures the speed at which you can upload or download data from the internet from your current location. It is normal for the upload speed to be much lower than the download speed. If necessary, consider asking others in your household to limit their use of devices/internet when you are involved in a ‘virtual’ class session.

The router in your house might send out more than one signal. Many routers broadcast a 2.4Ghz and a 5Ghz signal simultaneously. Connecting to the 5Ghz band is best. If you have an ethernet cable and your computer is situated near your router or modem, you might be able to use a wired connection instead of Wi-Fi for the best connectivity. For more information or help with this, email [sam@hollandcollege.com](mailto:sam@hollandcollege.com).