

# BUSINESS ADMINISTRATION

**INSTRUCTOR CONTACT INFORMATION**

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**IMPORTANT DATES**

**Start Date & Time:** First-Year Students: September 1, 2020 at 9:00 a.m.

**ALL** Second-Year Students: September 2, 2021 at 9:00 a.m.

**Location of Classroom:** Rooms 139W – 140W, Charlottetown Centre, Prince of Wales Campus

**OJT Dates:** Varies

**Christmas Break:** Last teaching day – December 10, 2021

 Students return on January 6, 2022

**February Break:** February 22 – 28, 2022

**End of 2021-22:** Friday, April 22, 2022

**Graduation:** To be announced.

**SPECIAL NOTES:**

**Travel:**

When making travel arrangements, be sure to note the start and end date of classesso 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 (2021-2022):**

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 2021-22** |
| 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, Burke, & Witlox (Nelson) | Yes |
| BUSI 1010 – Human Resource Management I | Understanding Human Resource Management: A Canadian Perspective E-Text, 1st 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) OR Hardcopy text available, 6th Can. Ed. | No |
| MATH 1000 – Business Math | Mathematics of Business and Finance Access Code with eBook4th. 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**

|  |  |  |
| --- | --- | --- |
| **Course** | **Textbook** | **New for 2020-2021** |
| COMP 2500 – Management Information Systems II | MIS, 10th 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) OR Hardcopy text | No |
| BUSI-2065 Operations Management | OM, with OM Online ITerm Printed Access, 6th 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 1st Year courses)If you are transferring from another program and have a transfer credit for HRI, then you will need to purchase the access code - Understanding Human Resources Management: A Canadian Perspective - ISBN 0-17-686191-2 (12-month access). | Yes |

**Information on 2nd semester textbooks will be sent at a later date.**