

THE UWI SCHOOL OF BUSINESS AND APPLIED STUDIES LIMITED
t/a

ROYTEC

**ROYTEC/
The University of New Brunswick**

**Bachelor of Business Administration Degree
Programme**

Student Orientation Guide



ABOUT UNB AND THE FACULTY OF ADMINISTRATION

Founded in 1785, the University of New Brunswick (UNB) is one of the oldest universities in North America. It is also one of the most modern universities in terms of its innovation in programme design, the use of multimedia methods and its exploration of innovative pedagogical approaches to higher education. Located in Fredericton, the capital of New Brunswick, Canada, UNB is known for its integrity in the delivery of quality programmes. The Faculty of Administration at UNB is one of the leading business schools in Atlantic Canada with an international reputation in the area of research. The faculty was formed in 1951 through the cooperation of several New Brunswick firms and professional associations to help meet the growing needs of Canadian businesses for men and women with specialized training in the field of business management.

The Faculty offers a four-year Bachelor of Business Administration (BBA) programme and a Masters of Business Administration (MBA) programme, both on full-time and part-time bases. The Faculty's partnership with ROYTEC in the delivery of the UNB BBA programme is in accord with its goal of "building partnerships in business education."



ENTRY REQUIREMENTS

ROYTEC's Associate of Science Degree in Management (ADM) with a minimum GPA of 2.0.

PROGRAMME APPLICATION PROCEDURES

UNB application forms can be obtained from UNB's website:

https://www.unb.ca/sweb/application/unb_int_application.pdf

Completed forms must be returned to the above office with an application processing fee of (CDN) \$60.00 payable to the UWI School of Business and Applied Studies Limited. **DO NOT SEND DIRECTLY TO THE UNIVERSITY OF NEW BRUNSWICK.**

The results of your application will be forwarded to ROYTEC. Once accepted, you will be assigned a student identification number which must be indicated on all correspondence and communication concerning your programme of study.

N.B. Students who intend to study in Canada must indicate this on the application form and where applicable, complete the residency section of the form. UNB can only accept ROYTEC students at the Fredericton Campus at the beginning of the Fall Term.

DIRECT CONTACT AT UNB

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BBA PROGRAMME REQUIREMENTS - Total 126 credit hours

In order to qualify for the BBA Degree, a ROYTEC ADM graduate, must:

- i. successfully complete at least 60 credit hours of approved coursework.
- ii. attain a grade of at least C in required courses.
- iii. maintain an assessment year grade point average (GPA) of at least 2.0.

HONOURS BBA PROGRAMME REQUIREMENTS - Total 132 credit hours

Students must declare their intention to pursue the Honours BBA Programme and must:

- i. have demonstrated a high level of ability in first and second level courses. The Faculty of Administration may refuse to admit students whose cumulative GPA is below 2.5 at the completion of 66 credit hours.
- ii. complete at least 132 credit hours of approved coursework including at least 24 credit hours in courses for a designated major within Administration. (effective with the 2003-2004 Academic Year, majors in designated subjects will be available for Honours BBA students.)
- iii. maintain an assessment year grade point average (GPA) of at least 2.5 in order to qualify for the Honours BBA programme.
- iv. achieve a cumulative GPA of 3.0 or above in the courses designated for a major.

N.B. ROYTEC does not guarantee the Honours BBA programme.

BBA PROGRAMME CONCENTRATION REQUIREMENTS - Total 126 credit hours

Students taking a BBA with a concentration must:

- i. successfully complete at least 60 credit hours of approved coursework.
- ii. attain a grade of at least C in required courses.
- iii. maintain an assessment year GPA of at least 2.0; and
- iv. achieve a cumulative GPA of at least 3.0 for 12 credit hours of approved electives in the area of interest.

Listed below are some of the possible concentrations at UNB's Fredericton Campus.

Finance

Students must pursue ADM 3415—Corporate Finance

AND

at least three additional electives to receive a concentration. **Some** of these electives for the Finance concentration are:

- ADM 3435—Financial Markets & Institutions
- ADM 3445—Personal Financial Planning
- ADM 4421—Mergers & Acquisitions
- ADM 4425—Investments

Human Resource Management

Students must pursue ADM 2815—Human Resource Management

AND

at least three additional electives to receive a concentration. **Some** of these electives for the HRM concentration are:

- ADM 3875—Labour Relations
- ADM 4835—Contemporary Issues In HRM
- ADM 4825—Compensation Management
- ADM 4856—International HRM
- ADM 4878—Negotiation & Dispute Resolution

Marketing

Students must pursue

- ADM 3315—Marketing Management
- ADM 3345—Market Research
- ADM 4325—Consumer Behaviour

AND

One (1) other elective to earn a concentration in Marketing. **Some** of these are:

- ADM 4315—Salesforce Management,
- ADM 4335—Contemporary Marketing Issues
- ADM 4345—Integrated Marketing Communications
- ADM 4355—Global Marketing

Continued on the next page.

Accounting

Students must pursue

- ADM 3215—Intermediate Accounting I
- ADM 3216—Intermediate Accounting II
- ADM 3225—Cost Accounting

AND

One (1) other elective to earn a concentration in Accounting. ***Some*** of these are:

- ADM 4215—Advanced Financial Accounting I
- ADM 4216—Advanced Financial Accounting II
- ADM 4218—Financial Statements Analysis
- ADM 4245—Accounting Theory
- ADM 4275—Auditing

International Business

Students must pursue ADM 3155—International Business

AND

at least three additional electives to receive a concentration. ***Some*** of these electives for the International Business concentration are:

- ADM 4355—Global Marketing
- ADM 4455—International Financial Management
- ADM 4856—International HRM

N.B. ROYTEC does not guarantee concentrations.

For more information and course details visit the BBA Undergraduate Calendar on UNB's website at www.unb.ca

PREREQUISITES

To pursue some courses, students must have completed certain other required courses. These required courses are called pre-requisites.

REQUIRED COURSES (12 CREDIT HOURS)***ADM 2815 - Human Resource Management***

Introduces Human Resource Management and its role in corporate strategy. Topics include human resource planning, recruitment & selection, employee training & development, performance & appraisal, and compensation.

ADM 3123 - Business Law

Examines the impact of law on business decisions and activities. Includes an introduction to the Canadian legal system, the law of contract and the law of torts. Emphasis given to the identification, evaluation, and management of legal risks in a business context.

ADM 3573 - Organization Design

Examines the factors to be considered in the structural design of an organization. Special attention is given to the organization's external environment and internal decision structures and processes.

ADM 3713 - Management Information Systems

Covers the dynamics of change in computer technology and design of systems as well as the organizational and social consequences of automated decision systems.

ADM 4143 - Competitive Strategy

Examines the process of strategy formation for the business enterprise as an integrated organization. Emphasizes the problems of defining organizational mission, analyzing the dynamics of competitive rivalry, and the determinants of success or failure for alternate types of business strategies based upon a thorough company/industry analysis. Pre-requisites: ADM 3173, 3573, 3713.

ELECTIVE COURSES (48 CREDIT HOURS)

Elective courses will be offered on the basis of lecturer availability, student demand and the satisfaction of pre-requisites.

COURSE NUMBERING SYSTEM

The Faculty of Administration uses the following numbering system for courses offered by the Faculty.

- a. The first digit
 1. designates an introductory level course.
 2. designates an intermediate level course which normally has a pre-requisite specified in the course description.
 3. designates an advanced level course which has one or more pre-requisites specified in the course description.
 4. designates an advanced level course with several pre-requisites and which normally is taken during the final year of studies.
- b. The second digit identifies the nature of the course or subject group, as follows:
 1. General
 2. Accounting
 3. Marketing
 4. Finance
 5. Organizational Behaviour and Management
 6. Quantitative Analysis
 7. Information Technology and E-Commerce
 8. Employment Relations
 9. Independent Study
- c. The third and fourth digits differentiate courses in the same subject group/field.

UNB ACADEMIC TERMS

Fall Term	- September to December
Winter Term	- January to April
Intercession Term	- First 6 Weeks and Full 12 Weeks of April to August Term
Summer Term	- Second 6 Weeks of April to August Term

N.B. Courses delivered by UNB lecturers are normally offered over a 6 week period with classes held twice a week.

UNB GRADING SCHEME

Students are graded as follows:

A+		4.3 grade points
A	Excellent Performance	4.0 grade points
A-		3.7 grade points
B+		3.3 grade points
B	Good Performance	3.0 grade points
B-		2.7 grade points
C+		2.3 grade points
C	Satisfactory Performance	2.0 grade points
D	Less than satisfactory performance	1.0 grade points
F	Failure	0.0 grade points

DEGREE STANDING ON GRADUATION

In order to qualify for a degree, a student in the regular degree program must have successfully completed at least 126 credit hours of approved course work including a grade of at least C in all the required courses for the BBA Degree. At graduation all successful candidates for the degree of Bachelor of Business Administration and Honours Bachelor of Business Administration shall be listed in alphabetical order within the appropriate degree category as stated below:

Distinction

A student who attains a cumulative Grade Point Average of at least 3.8 over the final 60 credit hours of course work and no grade less than C over **the final 90** credit hours of course work shall graduate with Distinction.

First Division

A student who attains a cumulative Grade Point Average of at least 3.5 over all courses attempted in the program at the University shall graduate in First Division.

Second Division

A student who attains a cumulative Grade Point Average of at least 2.5 but less than 3.5 over all courses attempted in the program at the University shall graduate in Second Division.

Third Division

A student who attains a cumulative Grade Point Average of less than 2.5 over all courses attempted in the program at the University shall graduate in the Third Division.

First Class Honours

A student who attains a cumulative Grade Point Average of at least 3.6 over the courses of a MAJOR subject.

Honours

A student who attains a cumulative Grade Point Average of at least 3.0 over the courses of a MAJOR subject.

SOME ACADEMIC REGULATIONS

A. *CLASS ATTENDANCE*

Students are expected to attend **all** classes, laboratories, tutorials or other class meetings officially designated for a particular course. An instructor may assign a final grade of F in the course to the student who fails to meet any one of these requirements, including failure to maintain the ROYTEC's stipulated attendance policy.

B. *ADDING COURSES*

Each student is responsible for ascertaining the requirements (pre-requisites) of the course and for completing them. Students who fail to add their courses by the assigned deadline date on the Academic Calendar cannot be included in the classes. Students are advised to choose required courses when they are offered.

C. *DROPPING COURSES*

To avoid academic and financial penalties, students must drop their courses within the deadline dates stated on the Academic Calendar. Courses dropped within the deadline date are deleted from a student's record and incurs no financial charges. **Students will be required to pay for any course dropped after the deadline date.**

D. *REPEATING COURSES*

If it is a required course, they must repeat the same course. For failed elective courses, students may choose another or repeat the same course.

E. *DEAN'S LIST CRITERIA*

Students with superior academic performance are publicly recognized through the publication of a Dean's List. This distinction is also noted on the students' transcripts. An assessment GPA of 3.7 or higher must be achieved in order to be placed on the Dean's List. Decisions for full-time and part-time students are based on assessment of their GPA which is calculated in May of each year provided at least 24 credit hours have been attempted since the last assessment GPA was recorded.

F. *APPLICATION TO GRADUATE*

Students must apply to graduate on line at www.unb.ca/schedules/gradapp. It is the responsibility of the student to apply to graduate by March 1st for graduation in May and September 1st for graduation in October.

I. *TRANSCRIPT INFORMATION*

Students can print unofficial transcripts using their PIN. Official transcripts can be requested from the following website: www.unb.ca/transcripts

USING UNB'S WEB SERVICES

WebAdvisor Help - Using Online Registration at UNB

The UNB online registration system is called WebAdvisor. It is a web-based process used by students to register in courses, drop courses, and view their personal timetable. Both new and returning students can use WebAdvisor from student computer labs at ROYTEC or from home computers.

Accessing WebAdvisor

It is necessary to have a valid UNB Login ID and PIN to access WebAdvisor.

To set your PIN for the First Time

- Got to the UNB Homepage (www.unb.ca)
- Click on the **myUNB Portal** link in the lower right side corner
- Click on **Activate Your IT Services** link
- Enter your **UNB Login ID** (this is the first part of your UNB email address. E.g. **jdoe@unb.ca**)
- Enter your Student Number and Date of Birth
- Follow the on-screen instructions to set your **Personal Identification Number (PIN)**

Please refer to the document entitled '**Accessing UNB eServices**' located on the ROYTEC website (www.roytec.edu).

Once your PIN is set, you can proceed to registering for your courses as follows:

Accessing WebAdvisor through the Student Portal

- Go to the UNB Homepage (www.unb.ca)
- Click on the **E-Services** link. This will bring up the secure server login page. Enter your UNB Login ID and PIN and click "Authorize".
- Click on the **Academic** tab. From the links down the left hand side of the page, click on the **Course Registration** link.
- Review the Quick Tour to familiarize yourself with the On-Line Registration System.
- Click the **Continue** button.

After clicking the Continue button you will be presented with the **WebAdvisor Main Menu**. Enter your UserID which is your UNB Login ID and password to continue.



ETDLibraryVotingEmailEmployeesLogoutPersonalFinancialAcademicComputingResidence

My UNB e-Services

▪ [Course registration](#)
(adding/dropping courses)

▪ [Course registration handbook](#)

▪ [WebCT](#)

▪ [Blackboard](#)

▪ [Student Opinion Surveys](#)

VIEW MY

▪ [Class timetable](#)

▪ [Term marks](#)

▪ [Exam schedule](#)

for 2009/10

▪ [Unofficial transcript](#)

▪ [Course sorted Transcript](#)

▪ [Order official transcript](#)

▪ [Scholarships Awarded](#)

▪ [Apply for undergraduate scholarships](#)

▪ [Apply for the Sir Howard Douglas Award](#)

▪ [Apply for the Leslie E. Bruce Environmental Scholarship](#)

▪ [Application to Graduate](#)

Detailed registration instructions available via this link.

Done