



# COURSE SELECTION FOR BUSINESS ADMINISTRATION

Thank you for choosing Okanagan School of Business. To help you choose courses for your first year of the Business Administration program we suggest you take the following courses.

## COURSE SELECTIONS

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### Fall Semester

1. BUAD 111 Financial Accounting I
2. BUAD 123 Management Principles
3. BUAD 128 Computer Applications
4. CMNS 112 Professional Writing I
5. MATH 114 Business Mathematics

### Winter Semester

1. ECON 115 Micro-Economics **OR**  
ECON 125 Macro-Economics
2. BUAD 116 Marketing
3. BUAD 195 Financial Management
4. \*One of: BUAD 121, 176, 206, 251 or 269.
5. CMNS 122 Professional Writing II

\*This course needs to match the specialty that you prefer to pursue in your studies. Please note that you can change your specialty once you are registered.

## SPECIALTIES

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**Accounting** – BUAD 121 Financial Accounting II

**Finance** – BUAD 251 Personal Financial Planning

**Human Resources Management** – BUAD 269 Human Resources Management

**Management** – BUAD 176 Professional Selling

**Marketing** – BUAD 176 Professional Selling

**Tourism and Hospitality Management** – BUAD 206 The Business of Tourism

## BUSINESS CONTACTS

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If you have any questions, please contact the School of Business:

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# REGISTRATION FOR BUSINESS ADMINISTRATION

## STEPS TO TAKE

### 1. BUILD A SCHEDULE

- ✓ Go to **ClassFinder**
  - [www.okanagan.bc.ca/classfinder](http://www.okanagan.bc.ca/classfinder)
- ✓ Select the Term, Campus and Subject you are interested in
  - To determine the Subject refer to the course name, for example BUAD refers to Business, STAT refers to Statistics, ECON refers to Economic courses
  - If you know which course you are looking for, insert the course number. For example, BUAD 111 Financial Accounting – Subject: BUAD, Course: 111
- ✓ Search Course Options
  - This page will provide you with all options available, time of class, location and professor
  - Refer to CAP (Capacity), ENRL (Total students currently enrolled in course) and AVAIL (Available seats) – This will tell you if there is a seat available in the course for you
  - You can click on each course “Title” to see a brief description and pre-requisites, if any
  - When determining which course you would like to take, click the “CRN” code that matches the course title (5 number digit in the third column to the right). This will take you to another page which will help you build your schedule
  - Click “Modify Search Criteria” and start again until you have all your courses
  - Print or make a copy of your completed schedule

*\*Please note that ClassFinder is a tool to help build your schedule – it will not register you. Once you have built a schedule, you will need to register for your courses in your MyOkanagan account.*

### 2. REGISTER YOUR COURSES

*\* Fall 2019 tuition is due on August 13, 2019 and Winter 2020 tuition is due on December 17, 2019*

- ✓ Log on to your MyOkanagan Account
  - Enter Student Number & Birthdate (MMDDYY)
- ✓ Go to the Student Tab
- ✓ Go to Registration
- ✓ Go to Add or Drop Classes – Fall 2019
- ✓ Add CRN course numbers (In the horizontal line of boxes at the bottom of the page)
- ✓ Click Submit
- ✓ Then, go to Add or Drop Classes – Winter 2020
- ✓ Add CRN course numbers (In the horizontal line of boxes at the bottom of the page)
- ✓ Click Submit

**CONGRATULATIONS YOU ARE OFFICIALLY REGISTERED FOR YOUR FIRST YEAR OF STUDIES!**

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