

BBA TIP SHEET

BUILDING A MULTI-YEAR PLAN

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

When you build a multi-year plan, it still has to remain flexible in case you change your mind about specializations... but it can also help provide structure and certainty.

1. Start with **columns** for each term you plan to attend and label each (eg, Fall 2020, Winter 2021, Spring/Summer, etc). Then review the four-year program planning sheet to see the courses required for your major and their prerequisite sequence.
2. Work **backwards** from your planned final semesters, splitting any program capstones (4000 and 5000 level courses) between your two final Fall/Winter semesters (eg, split ENTR 4433 and MGMT 5333 between Fall/Winter of your final year; split MKTG 4850/4858 between your final two semesters for MKTG majors). Work backwards from there ensuring you are meeting prerequisites, until you meet your current term.
3. Now add remaining **core** courses that don't need to be taken in a particular semester and that are not typically needed as prerequisites (MGMT 3210, MGMT 3230, INBU 3301). If you plan to take any course as a block format, or in a particular semester, put those in now. Finally, add in **GNEDs and electives**.

If you are unsure of what you want to take for a certain GNED or elective requirement, just write 'GNED T2C1' or ELEC instead of a particular course. That said, you should plan ahead for Tier 3s to be sure you meet prerequisites.

Aim for a core or two, major or two, and a GNED or elective each semester.

Not all major and/or minor option courses are offered each Fall and Winter semester. If you have your eye on a particular course for the option requirement, review past schedules on mymru.ca to see when they've typically been offered in the past, and plan accordingly.

If you plan on taking Spring/Summer courses, review past schedules to see if the course you plan to take is typically offered in that semester.

4. Now, review your plan **semester by semester**. Are there any semesters that look particularly heavy? Semesters with more major courses and fewer 'lighter' courses? Adjust!
5. When the schedules come out (March each year), use your planned courses to build your **schedule**:
 - check those courses which will have **fewer times available** (major requirements) and schedule around those if possible.
 - You may have **favourite** professors or fellow students you want to be in the same class as. Add those in.
 - Then move the core business courses that tend to have **more sections** available to work around those (eg, if you planned MGMT 3230 Fall semester and MGMT 3210 in Winter semester, but the times for MGMT 3210 are better in Fall, then switch those two in your plan).

The MyScheduleBuilder app in your mymru.ca account can do some of this work for you.

[Program Planning sheets](#) are also available online to help you plan your degree.