Program Selection and Career Options
Commerce & Management Related Programs

Presented By
The Office of the Registrar and The Career Centre
Winter 2018
Overview

Choosing Your Programs
- Programs of study: definition and timing
- Link between programs and careers
- Selecting programs: How, When and Where?

Resources
- Career Centre
- Office of the Registrar
- Degree Explorer
- Contact Info
Choosing Your Programs

- Programs of study: definition and timing
- Link between programs and careers
- Selecting programs: How, When and Where?
What is a Subject POSSt?

Subject POSSt = Program of Study

Specialists
Consists of 10.0 to 18.0 credits
Includes at least 4.0 300/400 level credits, of which 1.0 must be at the 400 level

Majors
Consists of 6.5 to 9.0 credits
Includes at least 2.0 300/400 level credits

Minors
Consists of 4.0-4.5 credits
Includes at least 1.0 300/400 level credit
When do I select my program(s)?

• Programs **must** be selected once a student has completed or expects to have completed **4.0 or more credits by the end of the session**.

• Many programs (**including Commerce and Management**) have entry **requirements**, which may include specific courses, minimum grades in courses, and/or minimum cumulative grade point average (CGPA). Check the Academic Calendar *now* for detailed information.

• Students wishing to change their programs can do so in the future (during the published request periods, for Type 2 and 3 programs).
Career Decision Making

• Choosing an occupation is complicated. How can I get started?
• There are several fields of study or occupations that fit me but I can’t decide on the best one.
• I worry a great deal about choosing the right field of study or occupation.
• I’m always getting mixed messages about my career choice from important people in my life.
• I’m afraid I’m overlooking an occupation.
Link Between Program of Study and Careers

Program
- Accounting
- Finance
- Marketing
- Management
- Commerce
- Economics

Career
- Accountant
- Financial Planner
- Financial Analyst
- Entrepreneur
- Purchaser
- Operations Manager
- Project Manager
- Researcher
- Stockbroker
- Underwriter
- Market Researcher
- Investment Banker
Transferable Skills

- Communication (written and oral)
- Writing
- Researching
- Analyzing
- Problem Solving
- Information Gathering
- Quantitative
- Technical

www.utm.utoronto.ca/careers/welcome-career-centre
Successful University Students

- Leverage, build, reflect
Program Combinations

Minimum program combination is required to complete your degree:

1 specialist  or  
2 majors  or  
1 major and 2 minors

Maximum program combinations allowed:
• Students may combine up to 3 programs  
• Up to 2 of these may be specialists and/or majors

*Check Academic Calendar for any program specific exceptions.
Types of Programs

Type 1  Unlimited Enrolment (no entry requirements; unlimited space)
  • *e.g.* Applied Statistics Minor

Type 2  Limited Enrolment (entry requirements; unlimited space)
  • Requirements as published in the Academic Calendar
  • *e.g.* Economics major

Type 3  Limited Enrolment (entry requirements; limited space)
  • Some requirements published in the Calendar
  • CGPA requirements based on applicant pool
  • Additional information/interview may be required
  • *Commerce and Management programs are Type 3*
Program Combo = Degree Type

Degree type earned is determined by program combination:

- **Commerce specialists** = BCom
- **Management specialists** = BBA
- **Management major (Arts) + Psychology major (Science)** = HBA or HBSc
- **Commerce major (Arts) + Sociology major (Arts)** = HBA

*Check Academic Calendar for any program specific exceptions.*
The Management Major is a 4-year program offered exclusively at U of T Mississauga. The program combines the study of organizations and their management with a second major discipline. It leads to either an honours BA or an honours BSc degree, depending on your second discipline. For example, choosing Chemistry and Management could prepare you for work in the chemical industry and English and Management for the publishing industry. Career success upon graduation requires the social skills, professionalism and maturity developed through active participation in the extensive extra-curricular programming activities offered by the Department of Management, and our undergraduate societies. Activities include conferences, competitions, seminars and workshops.

Make the most of your time at UTM!

We want to help you maximize your university experience, so we’ve pulled together information and interesting suggestions to get you started. As you review the chart on the inside pages, note that many of the suggestions need not be restricted to the year they are mentioned. In fact, activities such as joining an academic society, engaging with faculty and seeking opportunities to gain experience should occur in each year of your study at UTM. Read through the chart and create your own plan using My Program Plan found at www.utm.utoronto.ca/program-plans.

Programs of Study (POST)

- Specialist Program ERSP1382 Human Resource Management and Industrial Relations
- Specialist Program ERSP2243 Management
- Major Program ERMA2431 Management

Check out...

How are organizations designed? In MGT363, explore the relationship between design and effectiveness and the impact and determinants of an organization’s form.

What can I do with my degree?

The career you choose will depend on your experience and interests. Visit the Career Centre to explore your career options.

Careers for Graduates: Purchaser; Market research analyst; Operations manager; Promotions manager; Media planner; Sales analyst; Training specialist; E-Business consultant; Event planner; Hotel administrator; Logistics specialist; Marketing specialist; Money manager.

Workplaces: Banks; Advertising firms; Consumer goods manufacturers; Market research organizations; Insurance firms; Government; Non-profit organizations.
# Management (HBA, HBSc) Major Program Plan

## Plan Your Academics*

**1st Year**
- Enrol in courses MGMT1915, 1921H, and ECON100Y5.
- Enrol in the Management department’s 1st Year Success Guide.
- Choose a program of study (subject focus) once you complete 4.0 credits. Use the Degree Explorer Planner and the academic calendar to plan your degree.
- Start strong and get informed with Unitedone and launch through the Office of Student Transition. Join a Maccs peer facilitated study group.

**2nd Year**
- Visit the Li Koon Chun Finance Learning Centre (FLC) for specialized information resources and databases. The FLC is located on the lower level of the innovation complex in Room 11255.

## Build Skills

- Use the Co-Curricular Record (CCR). Search for opportunities beyond the classroom, and keep track of your accomplishments.
- Attend the Get Experience Fair through the Career Centre (CC) to learn about on- and off-campus opportunities.
- Use the Career Learning Network (CLN) to find postings for on-campus and off-campus work and volunteer opportunities.
- Work on-campus through the Work-Study Program. View position descriptions on the CLN.

## Build a Network

- Networking simply means talking to people and developing relationships with them. Start by joining the Student Management Association (SMA). Ask about their Membership Program.
- Attend the Professional Skills Development Program (PSDP). Check out the PSDP Events Calendar to stay up-to-date on Management events.
- Never miss on a UTM abroad co-curricular experience to Bangkok through the IEC. Travel with a faculty member and learn about one of Thailand’s most successful community-based tourism initiatives.
- Prefer traveling in Canada? Check out the IEC’s UTM Across Canada.

## Build a Global Mindset

- Attend events through the International Education Centre (IEC) to explore different cultures through food, music, and sport or through sight-seeing around the GTA.

## Plan for Your Future

- Attend the Program Selection & Career Options workshop offered by the Office of the Registrar and the Career Centre (CC).
- Check out Careers by Major at the CC to see potential career options. Attend the Management department’s Associate Internship Fair.
- Consider further education? Attend the CC’s Graduate and Professional School Fair. Talk to professors – they are potential mentors and references.

**3rd Year**
- Enrol in courses MGMT4110H, 4203H, and MGMT3775H.
- Throughout your undergraduate degree:
  - Use the Degree Explorer to ensure you complete your degree and program requirements.
  - See the Office of the Registrar and the Management Academic Advisor for assistance.

**4th or Final Year**
- Enrol in non-advanced courses. Obtain 1.0 credits from the elective category chosen in the academic calendar.
- Do you have innovative business ideas? Visit etcrb, the business incubator in the lower level of the innovation complex to receive expert advice.
- Log on to econet and request graduation.


- Establish a professional presence on social media (e.g., LinkedIn).
- Meet industry professionals within your desired profession.
- Attend the SMA and UGC Business Banquet - the largest networking event offered to UTMB students.

- Earn credits overseas! Study for a summer, term, or year at over 120 universities including Copenhagen Business School and Paris Dauphine University. Speak to the IEC for details about Course Based Exchanges and funding.

- Why not work abroad? Read up on worldwide employment trends and industry outlooks through GainGlobal. Attend the Go Global Expo to learn about opportunities. See if you’re eligible for International Experience Canada.

- Get ready for on-campus recruitment opportunities. See the CC Events Calendar for the Resume & Cover Letter Workshop, resume critiques, and the Effective Interviews Workshop.

- Attend the CC workshop Now That I’m Graduating What’s Next?

*Consult the Academic Calendar for greater detail on course requirements, program notes, and degree requirements.

Revised on: 03/23/17

Visit www.utm.utoronto.ca/program-plans for the online version and links.
MANAGEMENT (HBA, HBSc)

Skills developed in Management

To be competitive in the job market, it is essential that you can explain your skills to an employer. Visit the Career Centre to learn how to articulate and market the following skills.

- Communication: prepare and make oral presentations; write detailed reports; and convey concepts and ideas accurately.
- Research & analytical: attention to detail, critical and analytical thinking; evaluate ideas and research; statistical analysis; and computer modeling.
- Problem-solving: decision making and interpret research and data.
- Organizational: time management; manage multiple priorities during peak times; and application of theoretical knowledge in practical settings (e.g., via internships).

Get involved

Check out student organizations on campus. Here are a few:

- UTM Student Management Association (SMA)
- UTM Undergraduate Commerce Society (UCS)
- DECA UTM
- UTM Business Consulting Association (BCA)
- UTM Student Union (UTMSU)
- UTM Athletics Council (UTMAC)

For a listing of clubs on campus visit www.utm.utoronto.ca/clubs.

Services that support you

- Accessibility Resource Centre (ARC)
- Career Centre (CC)
- Centre for Student Engagement (CSE)
- Department of Management, Professional Development & Learning Centre (PDLC)
- Experiential Education Office (CEO)
- Li Ka Shing Finance Learning Centre (FLC)
- Health & Counselling Centre (HCC)
- Indigenous Centre (IC)
- International Education Centre (IEC)
- Office of Student Transition (OST)
- Office of the Registrar (OR)
- Recreation, Athletics and Wellness Centre (RAWC)
- Robert Gillespie Academic Skills Centre (RGASC)
- UTM Library, Hazel McCallion Academic Learning Centre (HMALC)

Department of Management

Innovation Complex, Room 2270
University of Toronto Mississauga
3359 Mississauga Rd
Mississauga ON Canada L5L 1C6

(905) 569-4455
www.utm.utoronto.ca/management

FUTURE STUDENTS

Admission to UTM

All program areas require an Ontario Secondary School Diploma, or equivalent, with six Grade 12 U/M courses, or equivalent, including English. The admission average is calculated with English plus the next best five courses. The Grade 12 prerequisite for this program is Advanced Functions. The approximate average required for admission is mid-80s. More information is available at utm.utoronto.ca/viewbook.

Note: During the application process, applicants will select the Management admissions category but will not officially be admitted to a formal program of study (Specialist, Major, and/or Minor) until after first year.

Sneak Peek

How do managers influence individual and group behaviour? In MGT201H5, you will explore relevant problems confronting management such as motivation, influence and communication. Learn the fundamentals of Accounting in MGMT222H5. This course will provide you with the tools to understand and use management accounting information for decision making, planning and control.

Prospective students should note that if you apply to the Management Stream in the admissions process and are admitted to U of T Mississauga, you receive priority in registration for prerequisite courses in the Management Major Program.

Student Recruitment & Admissions

Innovation Complex, Room 1270
University of Toronto Mississauga
3359 Mississauga Rd
Mississauga ON Canada L5L 1C6

905-828-5400
www.utm.utoronto.ca/prospective
Select a Program First, Identify Career Possibilities Later

- Any possibilities in your current subjects?
- Follow your skills and interests
- Explore other subjects
  - Sit in on lectures
  - Review textbooks/materials
  - Talk to professors, academic advisors, current students
  - Take a course and see what you think
Generate Career Ideas, Identify Program Possibilities Later

- Learn more about your career ideas to see if they are suitable for you
- Examine your skills, values, interests and personal characteristics; what patterns or themes emerge?
- Research careers that seem to fit and learn more by reading, talking, experiencing
- Find the programs that support these careers
- [http://www.utm.utoronto.ca/careers/career-learning-network](http://www.utm.utoronto.ca/careers/career-learning-network) resources Career Cruising Explore Careers
- Career Counsellors can help...
Also Consider...

• Combining programs to increase marketability
• Consider programs that enhance your individual development
• Take courses in other areas of study: Humanities/Social Science/Science
• Make sure that you are aware of the deadlines for dropping or adding a course.
• Refer to the UTM Academic calendar (online)
When to Apply: Type 1 Programs

- **Enrolment Period: Anytime**

- Review the “Program Selection Guide” for more info

- Type 1 programs have no entry requirements, other than the completion of a minimum of 4.0 credits.

- Type 1 programs do not require departmental approval to become active
When to Apply: Type 2 & 3 Programs

First Request Period
• Request programs: March 11 - April 29, 2018 (NOW!)
• Accept invitations: May 18 - July 27, 2018

Who should use this?
Students completing 4.0 credits by the end of the Winter 2018 session (April)

Second Request Period
• Request programs: June 11 - August 24, 2018
• Accept invitations: September 6 - September 18, 2018

Who should use this?
Students completing 4.0 credits by the end of the Summer 2018 session (August)
When to Apply: Commerce & Management

• If you plan to apply to Commerce or Management programs, you must make your requests during the first request period.

• Students who plan to take Summer courses in order to fulfill program entry requirements should also apply during the first request period.

• Students who are completing S or Y courses in the Summer 2018 session to fulfill program entry requirements will be refused program entry after the first round, and should make another request during the second request period.

More information is available on the department website:

Admission to Commerce  Admission to Management
How to Apply for Subject POSs

• *Log into ACORN.* From the menu on the left side, select “Enrol & Manage”, and then “Programs”.

• Enter the *program title or code(s)*, which can be found in the Academic Calendar and Registration Guide (i.e. ERMAJ1478).

• Select the program from the list, review the information in the pop-up box, then click “Enrol” (for Type 1) or “Request to Enrol” for (Type 2 & 3).

• For Type 1 programs, you will immediately be listed as “Currently Enrolled”.

• For Type 2 and Type 3 programs, the status will be listed as “Requested”.

*Visit ACORN How-to - Program Enrolment* help.acorn.utoronto.ca/how-to/
Accept / Decline Program “Invitations”

- The Academic department(s) will determine your eligibility for program(s) you have requested.

- You will be “Invited” if you meet the entry requirements.

- To accept an offer, click on “Accept” for the program that you want to accept. Remember to accept the program invitations by the deadline!

- To drop/delete a program, click the gear icon in the top right corner of the program you want to remove, then select “Remove Program”.

- It is a good idea to meet with an Academic Advisor before making changes to your program(s) of study on ACORN.
Program Selection: Other Considerations

• Once you have earned at least 4.0 credits (or are on track to have 4.0 credits), ensure you are in a minimum program combination, or you will not be able to add courses on ACORN for the next session.

• Even if you don’t meet the entry requirements for your program(s) of choice, you must make alternate selections, even temporarily (e.g. Type 1 programs). These can be deleted when no longer needed.

• You may request/change programs in future Subject POSSt request periods (Type 1 programs can be changed anytime).
Program Selection: Other Considerations

- Program entry and requirements are determined by the related department! See the online Academic Calendar for details.

- Some programs require 4.0 credits with final grades for entry, including Commerce and Management (transfer credits and/or CR notation would not count as part of the 4.0 credits for program entry in this case).

- Commerce and Management programs have different (higher) fee structures. Visit the Student Accounts website (www.fees.utoronto.ca) for more information.

- Apply to multiple programs as a safety measure, and consider developing an alternate plan...
Parallel Planning

Why create a Parallel Plan?

Many programs at UTM have entry requirements set by the department that a student must meet in order to be admitted, such as CGPA, grades in certain courses, etc. (Type 2)

Some programs also have limited space, which means entry can be competitive and isn’t guaranteed even if you meet the published entry requirements. (Type 3)

Students interested in Type 2 and 3 programs are strongly encouraged to develop a parallel plan → an alternate program plan should you not be able to pursue your first choice (either after first year, or at all).
Parallel Planning: Alternate Program Options

What if I don’t get into my program after first year?

• If you are close to meeting the entry requirements for your preferred program, you can keep taking courses towards your planned program(s) if possible, and request the program during the next Subject POS request round. **In the meantime, select temporary and/or alternate programs.**

• Think about what alternate programs you may be interested in pursuing, so you can start building related courses into your timetable. This way, if meeting the entry requirements for your program of choice (now or in the future) seems unrealistic, you can transition into your alternate programs.
Parallel Planning: Career & Further Education Options

• Re-evaluate your strengths, weaknesses, and interests

• Ask yourself the following:
  ➢ What were my reasons for considering this program?
  ➢ How do these reasons connect with who you are?
  ➢ Could there be other careers that are more suitable to who you are?

• Have you considered that you can still work in a business career without a business degree?

• Make an appointment with a Career Counsellor for a one-on-one session to explore your options
Parallel Planning: Career & Further Education Options

You can pursue a career in business without a BCom or BBA!

If pursuing your undergraduate degree in alternate programs, you can still explore a post-graduate degree/diploma/certificate in your areas of interest:

- HR programs at college level - can lead to CHRP designation
- Professional Masters degree such as UTM’s MMPA (Master of Management and Professional Accounting) - leads to CPA designation
- Accounting programs at college level (can lead to CPA designation)
- MBA at a university
- And beyond!
Resources

- Career Centre
- Office of the Registrar
- Degree Explorer
- Contact Info
Career Centre Resources Online

Under “CAREER PLANNING”

• **Choosing your Program**
  [http://www.utm.utoronto.ca/careers/choosing-your-program](http://www.utm.utoronto.ca/careers/choosing-your-program)

• **Careers by Major**: [www.utm.utoronto.ca/careers/careers-by-major](http://www.utm.utoronto.ca/careers/careers-by-major)

• **Careers by Year**:
  [http://www.utm.utoronto.ca/careers/career-exploration/career-planning-year](http://www.utm.utoronto.ca/careers/career-exploration/career-planning-year)
Career Centre Resources Online

- **Career Cruising**: Canadian web site with info on over 400 career areas: Access through your Career Centre Account
  
  → Career Learning Network (login with utorid)
  www.utm.utoronto.ca/careers/career-learning-network

  → Resources → Go to Career Cruising Web Site → Explore Careers

- **UTSC Online Self-Assessment**: www.utsc.utoronto.ca/aacc/node/23#onsa

Please make an appointment to interpret and discuss results with a Career Counsellor
Career Centre Resources

Occupational binders - Information on Careers

Careers for Series (in Hardcopy):
• Animal Lovers, Nature Lovers, Perfectionists, Scientific types, Cybersurfers, Scholars and Deep Thinkers, Bookworms, Writers, Film Buffs, History Buffs, Foreign Language Aficionados, Talkative Types, Good Samaritans, Good with Numbers, Entrepreneurs, etc.

• Visit our e-book collection: www.utm.utoronto.ca/careers/career-exploration/career-resource-library

• Great Jobs For.... (series of books) Access via the UTM library e-resources main.library.utoronto.ca/
We Can Help

- Are you unsure about your career direction?
- Do you know how your program relates to work?

See a Career Counsellor for an initial 30 min. appointment.
Call the Career Centre to book an appointment.

Our number is 905-828-5451,
or ask at the front desk.
Office of the Registrar - UTM Academic Calendar

- all rules and regulations
- degree requirements
- program requirements
- department contact info
- course descriptions

www.utm.utoronto.ca/regcal
Office of the Registrar – Program Selection Guide 2018

- Step-by-step instructions about how to request, accept and decline programs
- List of all programs, including code and type (1/2/3)

Watch a helpful video about Program Selection - [https://www.youtube.com/watch?v=o9SNmqUqGil&feature=youtu.be](https://www.youtube.com/watch?v=o9SNmqUqGil&feature=youtu.be)
Degree Explorer

Degree Explorer is U of T’s degree planning tool. Review your academic history, degree requirements or use the planner to determine how future course choices might meet your requirements.

- See an academic advisor in the Office of the Registrar if you have questions about degree requirements.
- Meet with your undergraduate Program Advisor(s) for questions regarding program requirements.

- http://www.acorn.utoronto.ca/degree_explorer.php
Office of the Registrar

Office of the Registrar
Innovation Complex, Room 1235
3359 Mississauga Rd N, Mississauga, ON L5L 1C6

Drop-In Academic Advising
Mon. – Thu.: 9 a.m. to 4 p.m.
Fri: 9 a.m. to 1:00 p.m.

905-828-5399
m.utm.utoronto.ca
www.utm.utoronto.ca/registrar

www.twitter.com/UTMRegistrar
www.facebook.com/UTMississauga
Career Centre

Room 3094 – William G. Davis Building
3359 Mississauga Rd N, Mississauga, ON L5L 1C6

Career Counselling Appointments
905 828 5451

http://www.utm.utoronto.ca/careers/
Check out our blog while you are there!

https://twitter.com/jimmiutm

https://www.facebook.com/jimmiutm
Program Selection & Career Options

Questions?
Your feedback is important to us.
Thank-you for listening!