

Didn't Get Into Management...Now What?

First of all take a deep breath and consider this: **You don't need to have a B.B.A. to pursue a career in business.** (See the back of this page for examples). In fact, many occupations in all sorts of areas don't require a specific undergraduate degree. **YOU DO HAVE OPTIONS!** Planning your career takes time and effort so you may need to make an appointment with a career counsellor, attend a *Choosing Your Career* workshop, or try our *Online Self-Assessment* to get started at: <http://webapps.uts.utoronto.ca/aaccweb/index.php/career-planning/career-planning>.

In the meantime... **YOU DO NEED TO SELECT A PROGRAM AND PICK YOUR COURSES.**

Where do you fit in?

Don't have a clue what program to take?
Follow the 3 steps below.

Have a few options in mind but can't make up your mind?
Skip to step 2.

Already know what program you want? Skip to Step 3 on the reverse side.

Step 1

A) List all the classes you've taken so far except MGTA03H and MGTA04H; circle any that you enjoyed:

B) Think about what classes you enjoyed in high school and list them as well:

C) Consult the Calendar and check out the list of programs.

D) Cross out any programs that you don't like. The programs that remain are the ones that you may like.

E) Record the programs that you like or are considering below.

Step 2

A) Compare the programs you like, or are considering, with the classes you enjoyed. Highlight those programs that seem to be linked to classes you have enjoyed from the past and any other ones that stand out. List these programs here:



My Possible Programs

_____	_____
_____	_____
_____	_____


B) Review the program requirements (including the specialist, major and minor, if offered) for each possible program you listed above. Are they limited or unlimited? If it's a limited program, do you have the minimum GPA required to apply? Does it sound interesting? Do you think you can do well in these courses? If you're not sure, contact the program supervisor for information on courses (content, level of difficulty, etc.). You can also find out some of the career options linked to the various programs by checking out the *Program Specific* tipsheets located in the Academic Advising & Career Centre (AA&CC), (Room AC213).

C) GO AHEAD and make a decision (remember it's o.k. to change your mind later but you do need to select a program NOW or you can't enrol in any of your courses). Record your program choice(s) here:



Remember that your Subject POSt(s) must meet your degree requirements (i.e. for a four-year honours degree you will need a specialist program **or** two majors **or** a major and two minors).

Step 3

- A) Look up the ROSI Subject Post Code of the program(s) you listed in **Step 2** at: www.utsc.utoronto.ca/registrar/current_students/subject_post_codes; record it here: 
- B) As long as your chosen program is unlimited you will be able to add it immediately. Login to ROSI. Click "Add a new Subject POST" and enter the code you recorded above. If this is done correctly your status should be active. If you are interested in a limited program, you must meet specific requirements and apply during certain time frames. (For information about Subject POSTs, www.utsc.utoronto.ca/registrar/current_students/subject_post).
- C) If you have missed the timeframe, apply for an unlimited program for now and try again during the next available application window. Please note that if you have at least 4.0 FCEs, you **MUST** pick a program in order to register in classes.
- D) Now that you have your POST(s) selected, you are ready to pick your classes. Refer to the program requirements in your calendar. Choose courses that do not have prerequisites or ones for which you meet prerequisite requirements. It is important to review all courses required for the program to see if there are any "hidden" prerequisites that you will need to complete in order to take them in future. Login to ROSI and register in your courses. If you are still having difficulty choosing your courses, speak with a staff member in the AA&CC.

Getting the Job You Want... Without a B.B.A.

Thinking about a particular career, but not sure how to get there without having a business degree? Keep in mind that for most careers there are many different paths that can take you where you want to go. Below you can review two possible career paths that do not require a business degree.

Considering a Career in Human Resource Management?

Did you know that it is possible to do a Post Graduate Certificate in Human Resource Management (generally 1-2 years in length) at many community colleges/universities after you have completed any undergraduate degree? In most cases this certificate will prepare you to obtain an entry-level position as a Human Resource Specialist or Generalist, and may also qualify you to write the provincial certification exam (i.e. in Ontario in order to receive the CHRP designation you must take the provincial exam and fulfill a work experience component; however, please note that you do not need this designation in order to work in this field). After working within the field for a few years it is possible to move up to a mid-level human resource position, and with further experience you may obtain a position of Human Resource Manager or even Vice President, Human Resources. Keep in mind you also have the option of doing an MBA later on as admission requirements do not specify a particular undergraduate degree. The MBA can help you move to higher-level management positions.

Want to Become a Certified General Accountant (CGA)?

Are you aware that it is possible to apply to the CGA program with a wide variety of educational backgrounds? One possible option is to enrol in ANY undergraduate degree (this will satisfy the degree requirements of the CGA program) and then apply for the CGA program. Once you have been accepted, you will be expected to complete additional course work part-time through the CGA and, eventually, obtain work in the field in order to satisfy the experience requirements. During this process you will be eligible to move up from entry-level positions to intermediate accounting positions and once you have completed the CGA designation you will be eligible to work as a Senior Accountant or even as a Chief Financial Officer. Keep in mind that you also have the option of doing an MBA later on, as admission requirements do not specify a particular undergraduate degree. The MBA can help you move to higher-level management positions.

Please note that these are only two examples of possible career paths. There are many other business careers that do not require a B.B.A. (ex: marketing, sales, insurance, public relations, financial planning, etc.). Make an appointment with a Career Counsellor to discuss your career options and get started on the right career path for you!