

OFFICIAL DESCRIPTION 2025-2026

**Bachelor of Business
Administration
(BBA)**

With preparatory year

1. GENERAL INFORMATION

1.1. PROGRAM DETAILS

The Bachelor of Business Administration Program (BBA) with a preparatory year consists of one preparatory year of at least 30 credits followed by the three-year BBA program. (90 credits)

Students admitted to the BBA program with a preparatory year must successfully complete the preparatory year and meet the conditions to continue on to the BBA. This document describes only the preparatory year. Please see the Official Description of the BBA Program for the next phase of studies.

1.2. PROGRAM MISSION

The preparatory year offers applicants who have completed only 12 years of school a chance to complete a thirteenth year of school that will properly prepare them for the BBA program and satisfy the program's admission requirements.

1.3. LEARNING GOALS AND OBJECTIVES

1. Acquire the basic knowledge of math needed for the compulsory BBA courses
2. Acquire sufficient knowledge of the languages required for admission to the BBA stream of choice
3. Understand the new environment for studying in the BBA program
4. Use the right work methods in the pursuit of a BBA degree.

1.4. RELATED OFFICE

Bachelor of Business Administration program office.

2. ADMISSION CRITERIA

Admission to the BBA program with a preparatory year is based on pre-university studies including specific math skills requirements. There are also language requirements for admission to the BBA program with a preparatory year (see the HEC Montréal Language Requirements).

The school is not required to admit all eligible students. The minimum results required for each admission period are published on the School's website (<https://www.hec.ca/programmes/baccalaureats/baa-avec-annee-preparatoire/admission/index.html>).

2.1. REGULAR STUDENTS

2.1.1 PRIOR STUDIES IN QUEBEC

The BBA program with preparatory year does not admit students who only hold a Quebec diploma of college studies.

2.1.2 PRIOR STUDIES IN THE REST OF CANADA

The applicant must hold a high school diploma, normally obtained after 12 years of school.

2.1.3 PRIOR STUDIES ABROAD

The applicant must hold a high school diploma, normally obtained after 12 years of school.

3. PROGRAM CONTENT

3.1 STRUCTURE

The detailed program structure of the preparatory year leading to the BBA program is presented in Appendix 1.

3.2 COHORT STREAM AND REGISTRATION

Students study in a cohort. The administrative office registers students, except for optional courses.

Any request to drop a course, with a valid reason, must be approved by the administrative office. If the dropped course is not offered the following term, it cannot be retaken. A remedial activity is not considered a course in its own right. In this case, the student will not be able to meet all the requirements for admission to the BBA program.

4. ADDITIONAL INFORMATION

4.1. CONDITIONS FOR CONTINUING ON TO THE BBA

To continue on to the BBA, students must have:

- earned 30 course credits
- followed the structure of the preparatory year (no course cancellations allowed)
- obtained a cumulative GPA of 2.7 or higher.

APPENDIX 1 – DETAILED PROGRAM STRUCTURE

COMPULSORY COURSES - 21 CREDITS

DEVP 10402	Travailler en équipe
DEVP 10425	Gérer sa transition universitaire
MATH 10600	Calcul différentiel avec applications en gestion
MATH 10601	Algèbre vectorielle et linéaire avec applications en gestion
MATH 10603	Introduction aux méthodes quantitatives de gestion (1.5 credits)
MNGT 10400	Le monde des affaires
MNGT 10423	Québec : économie et société (1.5 credits)
TECH 10702	Conception d'outils de productivité pour gestionnaires

OPTIONAL COURSES – MIN. 9 CREDITS

ADDITIONAL MANAGEMENT COURSES – MIN. CREDITS

COMP 10913	Initiation à la comptabilité financière (1.5 credits)
DEVP 10422	Gérer sa motivation (DEVP 10425) (1.5 credits)
ECON 10801	Éléments d'analyse économique (1.5 credits)
MATH 10602	Introduction au calcul intégral et à ses applications en gestion (MATH 10600) (1.5 credits)
MNGT 10424	Québec : arts, culture et monde des affaires (1.5 credits)

LANGUAGE OR WRITING COURSES - MIN. 3 CREDITS

LANG 91506	Techniques de rédaction universitaire et professionnelle (3 credits)
LANG 91516A	Advanced Business Writing and Editing (3 credits)

Or a course from the different levels of business language courses offered at HEC Montréal.

REMEDIAL COURSE

MATH 10606 ¹	Mathématiques d'appoint en gestion (1.5 credits)
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¹ All students who did not pass the math test at the start of the school year must take this course. The credits for this course are not calculated in the GPA and are not transferable to the BBA.