

Program Planning Worksheet

Certificate in Business Studies (30 credits)

2016-2017 Academic Year

Core Courses (24 credits): All Certificate students must complete the following 8 courses:

- | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 210 | <input type="checkbox"/> COMM 212 | <input type="checkbox"/> COMM 215 | <input type="checkbox"/> COMM 217 |
| <input type="checkbox"/> COMM 220 | <input type="checkbox"/> COMM 222 | <input type="checkbox"/> COMM 223 | <input type="checkbox"/> COMM 225 |

Business Elective Courses (6 credits): You must complete 6 business credits in consultation with an academic advisor.

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Additional Courses

You may also have to complete **some or all of** these additional courses prior to registering in the program courses, depending on the deficiencies indicated **in your offer of admission**.

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|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> ECON 201 | <input type="checkbox"/> ESL 202 | <input type="checkbox"/> BTM 200 | <input type="checkbox"/> MATH 208 |
| <input type="checkbox"/> ECON 203 | <input type="checkbox"/> ESL 204 | <input type="checkbox"/> MATH 206 | <input type="checkbox"/> MATH 209 |

Sample First Year Schedule for Full-time Students

You may register for five courses per term, but we suggest a maximum of four courses in your first term. Always complete any missing prerequisite or ESL courses in your first year.

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|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> COMM 210 | <input type="checkbox"/> COMM 220 | <ul style="list-style-type: none">• You should register for courses in both Fall and Winter terms once you have access.• Consult the Undergraduate Calendar and Class Schedule to plan your class schedule wisely.• Consult the Registration Guide for help when choosing courses.• If required, the additional courses must be completed before the COMM courses |
| <input type="checkbox"/> COMM 212 | <input type="checkbox"/> COMM 222 | |
| <input type="checkbox"/> COMM 215 | <input type="checkbox"/> COMM 223 | |
| <input type="checkbox"/> COMM 217 | <input type="checkbox"/> COMM 225 | |

Important

- Academic advisors are available to help you make your class schedule, change your course load and plan your degree progression; please refer to the [academic advising section of our website](#) to book an appointment.