





Program Planning Worksheet Certificate in Business Studies (60 credits) 2016-2017 Academic Year

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Foundation Courses (30 credits): These required basic courses prepare you for university studies in business:				
☐ MATH 208	■ ECON 201	☐ Non-JMSB elective	☐ Non-JMSB elective	
☐ MATH 209	■ ECON 203	☐ Non-IMSB elective	☐ Non-JMSB elective	
☐ BTM 200	☐ ENGL 210 or 212*	•	·	
* Complete this English course in your first year; level of English is determined by placement test at the Department of English.				
Core Courses (24 credits): All Certificate students must complete the following 8 courses:				
☐ COMM 210	☐ COMM 212	☐ COMM 215	☐ COMM 217	
☐ COMM 220	☐ COMM 222	☐ COMM 223	☐ 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.				
☐ ESL 202	☐ ESL 204	☐ MATH 206		
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.				
Term 1	Term 2	Important		
☐ MATH 208 or 209	☐ MATH 208 or 209	Foundation courses must be con	npleted in your first year.	
☐ ECON 201 or 203	☐ ECON 201 or 203	You should register for courses i	n both Fall and Winter	
☐ BTM 200	□ Non-JMSB elective	terms once you have access. • Consult the Undergraduate Cale	endar and Class Schedule to plan	
☐ ENGL 210 or 212*	☐ Non-JMSB elective	your class schedule wisely.	and Class seriedule to plan	
* If required, the additional courses must be completed as early in the program as possible. • Consult the Registration Guide for help when choosing courses.				

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.
- If you are required to take ESL courses, up to 12 ESL credits may count toward your degree. Even if ESL courses are not required, up to 6 ESL credits may count toward your degree.