

NEW STUDENT ADVISING SHEET FOR GRADUATE CERTIFICATE IN BUSINESS ADMINISTRATION STUDENTS:

Academic Advising Appointment:

To obtain information about registration all new students must email the Program Assistant at: karen.fada@concordia.ca. This contact is required to enable you to proceed with online course registration in the MyConcordia portal after you have accepted the offer of admission and confirmed your participation in the program.

Your Academic Program:

Please refer to the curriculum requirements of your program in order to plan your courses with an awareness of the program structure and any required pre-requisite or co-requisite courses. That information will be found in the Graduate Studies Calendar, on the program website in the curriculum section, and in the program brochures. Each GDBA course is worth 3 credits.

The Graduate Certificate in Business Administration (GCBA):

The 15-credit certificate (5 courses of 3 credits each) provides great flexibility and can be completed on a part-time or full-time basis. The courses are offered during the daytime and in the evening to accommodate both student groups.

Upon completion of your GCBA but before graduating, you may decide to continue on and complete the requirements for the Graduate Diploma in Business Administration (GDBA). If you choose to continue on to the GDBA you must first apply to the program, and if accepted, the courses you completed in the GCBA in which you attained grades of B- or higher may be transferred to the GDBA prior to having your certificate conferred. It is not possible to double count credits so it is not possible to graduate from the Certificate and transfer those same credits to the Diploma program. It is not permitted to transfer credits from other programs into the GDBA or GCBA.

Please note that the Graduate Certificate in Business Administration (GCBA) option is not open to international students.

Curriculum: Graduate Certificate in Business Administration students are required to complete these 5 courses.

GDBA 530 Business Data Analytics

GDBA 531 Professional Business Skills

GDBA 532 Accounting

GDBA 533 Managing People in Organizations

GDBA 534 Marketing Management

Total 15 credits

The Class Schedule and Important Dates:

The class schedule and registration start dates will be announced annually in the MyStudent Centre and on the GDBA Moodle. The **Important Dates** for the academic year are listed on the website of the School of Graduate Studies. The Important Dates list includes the course registration ADD, DNE (Did Not Enter), and DISC (Discontinue) dates, as well as the examination weeks, and holidays.

Please view the following important websites:

<http://graduatestudies.concordia.ca/>

The School of Graduate Studies website for the Graduate Studies Calendar with the university policies and regulations, the list of Important Dates, and other information.

<http://www.concordia.ca/admissions/tuition-and-fees/>

The Tuition and Fees website for the Tuition Fee Calculator, the payment deadlines, and other information.

<http://www.concordia.ca/jmsb.html>

The John Molson School of Business website for information on the GDBA and GCBA programs, the curriculum, beyond the classroom opportunities, alumni, and other information.

Updated: February 2016.