

Program Planning Worksheet

Certificate in Business Studies (60 credits)

2018-2019 Academic Year

Name: _____

Student no.: _____

Foundation Courses (30 credits): These required basic courses prepare you for university studies in business:

- | | | | |
|-----------------------------------|---|--|--|
| <input type="checkbox"/> MATH 208 | <input type="checkbox"/> ECON 201 | <input type="checkbox"/> Non-JMSB elective | <input type="checkbox"/> Non-JMSB elective |
| <input type="checkbox"/> MATH 209 | <input type="checkbox"/> ECON 203 | <input type="checkbox"/> Non-JMSB elective | <input type="checkbox"/> Non-JMSB elective |
| <input type="checkbox"/> BTM 200 | <input type="checkbox"/> 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:

- | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 205 | <input type="checkbox"/> COMM 210 | <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**.

- 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

- MATH 208 or 209
- ECON 201 or 203
- BTM 200
- ENGL 210 or 212*

Term 2

- MATH 208 or 209
- ECON 201 or 203
- Non-JMSB elective
- Non-JMSB elective

Important

- Foundation courses must be completed in your first year.
- 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 as early in the program as possible.

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.