

Program Planning Worksheet

Certificate in Business Studies (30 credits)

2020-2021 Academic Year

Name: _____

Student no.: _____

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.

- _____ _____

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**.

- | | | | |
|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| <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.

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