

## Program Planning Worksheet

### Certificate in Business Studies (60 credits)

#### 2020-2021 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.

- \_\_\_\_\_       \_\_\_\_\_

### 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.