

## Program Planning Worksheet

### Certificate in Business Studies (30 credits)

#### 2026-2027 Academic Year

Name: \_\_\_\_\_

Student no.: \_\_\_\_\_

**Core Courses (27 credits):** All Certificate students must complete the following 10 courses.

Click [here](#) for more details.

- |                                   |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 205 | <input type="checkbox"/> COMM 213 | <input type="checkbox"/> COMM 216 | <input type="checkbox"/> COMM 221 | <input type="checkbox"/> COMM 225 |
| <input type="checkbox"/> COMM 211 | <input type="checkbox"/> COMM 214 | <input type="checkbox"/> COMM 217 | <input type="checkbox"/> COMM 223 | <input type="checkbox"/> COMM 227 |

**Elective Course (3 credits):** You must complete 3 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, de-pending on the deficiencies indicated **in your offer of admission**.

- |                                   |                                  |                                   |                                   |
|-----------------------------------|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> ECON 201 | <input type="checkbox"/> ESL 202 | <input type="checkbox"/> MATH 206 | <input type="checkbox"/> MATH 208 |
| <input type="checkbox"/> ECON 203 | <input type="checkbox"/> ESL 204 |                                   | <input type="checkbox"/> MATH 209 |

### Sample First Year Schedule for Full-time Students

Always complete any missing prerequisite or ESL courses in your first year prior to elective and core courses. You may register for 15 credits per term, but we suggest a minimum of 12 credits in your first term.

- | Term 1                            | Term 2                                   |   |
|-----------------------------------|--|---|
| <input type="checkbox"/> COMM 205 | <input type="checkbox"/> COMM 221        | <ul style="list-style-type: none"> <li>• You should register for courses in both Fall and Winter terms once you have access.</li> <li>• Consult the <a href="#">Undergraduate Calendar</a> and <a href="#">Class Schedule</a> to plan your class schedule wisely.</li> <li>• Consult the <a href="#">Registration Guide</a> for help when choosing courses.</li> <li>• If required, the additional courses must be completed before the COMM courses</li> </ul> |
| <input type="checkbox"/> COMM 211 | <input type="checkbox"/> COMM 223        |   |
| <input type="checkbox"/> COMM 213 | <input type="checkbox"/> COMM 225        |   |
| <input type="checkbox"/> COMM 214 | <input type="checkbox"/> COMM 227        |   |
| <input type="checkbox"/> COMM 216 | <input type="checkbox"/> Elective Course |   |
| <input type="checkbox"/> COMM 217 |  |   |

### 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.