

## Program Planning Worksheet

### Certificate in Business Studies (30 credits)

#### 2014-2015 Academic Year

### Program Courses

**Core Courses (24 credits):** All Certificate students must complete the following 8 courses:

- |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 210 | <input type="checkbox"/> COMM 212 | <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.

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
|--------------------------------|--------------------------------|

### 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.

- |                                    |                                    |  |
|------------------------------------|------------------------------------|--|
| <input type="checkbox"/> COMM 210  | <input type="checkbox"/> COMM 220  | <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> </ul> |
| <input type="checkbox"/> COMM 212  | <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  |  |
| <input type="checkbox"/> Elective* | <input type="checkbox"/> Elective* |  |
| <input type="checkbox"/> Elective* | <input type="checkbox"/> Elective* |  |

\*If required, the additional courses must be completed before the COMM courses.

### Important

- Academic advisors are available to help you make your class schedule, change your course load and plan your program progression; please call (514) 848-2424 ext 2721 or visit MB 4.201 to book an appointment.

## Program Planning Worksheet

### Certificate in Business Studies (48 credits)

#### 2014-2015 Academic Year

### Foundation Courses (18 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"/> BTM 200           |
| <input type="checkbox"/> MATH 209 | <input type="checkbox"/> ECON 203 | <input type="checkbox"/> Non-JMSB elective |

### Program Courses

**Core Courses (24 credits):** All Certificate students must complete the following 8 courses:

- |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 210 | <input type="checkbox"/> COMM 212 | <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"/> ESL 202 | <input type="checkbox"/> ESL 204 | <input type="checkbox"/> MATH 206 |
|----------------------------------|----------------------------------|-----------------------------------|

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

#### Term 1

- MATH 208 or 209
- ECON 201 or 203
- BTM 200
- Non-JMSB elective\*

#### Term 2

- MATH 208 or 209
- ECON 201 or 203
- COMM 212
- COMM 210\*

#### 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 program progression; please call (514) 848-2424 ext 2721 or visit [MB 4.201](#) to book an appointment.
- If you are required to take ESL courses, up to 6 ESL credits may count toward your program.

## Program Planning Worksheet

### Certificate in Business Studies (60 credits)

#### 2014-2015 Academic Year

### 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.

### Program Courses

**Core Courses (24 credits):** All Certificate students must complete the following 8 courses:

- |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> COMM 210 | <input type="checkbox"/> COMM 212 | <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.

- |                                |                                |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
|--------------------------------|--------------------------------|

### 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"/> ESL 202 | <input type="checkbox"/> ESL 204 | <input type="checkbox"/> 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                                      | Term 2                                     | Important  |
|---|--|--|
| <input type="checkbox"/> MATH 208 or 209    | <input type="checkbox"/> MATH 208 or 209   | <ul style="list-style-type: none"> <li>• Foundation courses must be completed in your first year.</li> <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> </ul> |
| <input type="checkbox"/> ECON 201 or 203    | <input type="checkbox"/> ECON 201 or 203   |  |
| <input type="checkbox"/> BTM 200            | <input type="checkbox"/> Non-JMSB elective |  |
| <input type="checkbox"/> ENGL 210 or 212*   | <input type="checkbox"/> Non-JMSB elective |  |
| <input type="checkbox"/> Non-JMSB elective* | <input type="checkbox"/> Non-JMSB elective |  |

\* 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 program progression; please call (514) 848-2424 ext 2721 or visit MB 4.201 to book an appointment.
- If you are required to take ESL courses, up to 12 ESL credits may count toward your program. Even if ESL courses are not required, up to 6 ESL credits may count toward your program.