

## Program Planning Worksheet

### Certificate in Business Studies (30 credits)

#### 2019-2020 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"> <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 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.