

Program Planning Worksheet

Certificate in Business Studies (48 credits)

2021-2022 Academic Year

Name: _____

Student no.: _____

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 |

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

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
- Non-JMSB elective*

Term 2

- MATH 208 or 209
- ECON 201 or 203
- COMM 205
- 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 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 6 ESL credits may count toward your degree.