

Program Planning Worksheet

Certificate in Business Studies (60 credits)

2024-2025 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 203 | <input type="checkbox"/> Non-Business elective | <input type="checkbox"/> Non-Business elective |
| <input type="checkbox"/> MATH 209 | <input type="checkbox"/> ENGL 210 or 212* | <input type="checkbox"/> Non-Business elective | <input type="checkbox"/> Non-Business elective |
| <input type="checkbox"/> ECON 201 | | <input type="checkbox"/> Non-Business elective | |

* Complete this English course in your first year; level of English is determined by *placement test* at the Department of English.

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

- | | | | | |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <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, 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

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

- MATH 208 or 209
- ECON 201 or 203
- ENGL 210 or 212
- Non-JMSB elective

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 3 ESL credits may count toward your degree.