Business Administration - Learner Course Plan

cna

Name: _____

Program Start Date: _____

Student ID: _____

GPA: _____

Telephone #: _____

Alt Email: _____

Semester	Course #	Course Name	Prerequisite	Grade	Credit Value	Term
One (Fall)	AC1260	Financial Accounting I			5	
	CM1240	Business Communications I			3	
	FN1140	Introduction to Finance			3	
	HN1230	Human Resource Management I			3	
	MC1260	Computer Applications I			3	
	MR1100	Marketing I			4	
Two (Winter)	AC2260	Financial Accounting II	**PR.** AC1260		5	
	CM1241	Business Communications II	**PR.** CM1240		3	
	HN1240	Human Resource Management II	**PR.** HN1230		3	
	LW1230	Business Law			3	
	MC1242	Computer Applications II	**PR.** MC1240		3	
	MR2100	Marketing II	**PR.** MR1100		4	
Three (Intersession)	AC2230	Computerized Accounting I	**PR.** AC1260 or AC2100		3	
	CM2200	Oral Communications			2	
Four (Fall)	CP1011	File Management and Security			2	
	CP1060	Excel: Visual Data Analysis	**PR.** MC1242		3	
	EP1190	Business Solutions	**PR.** MR2100		4	
	LD1220	Effective Leadership			3	
	OF1305	Digitall Tools for the Office			3	
	PS2340	Organizational Behavior			4	
Five (Winter)	CP1070	Emerging Innovations	**PR.** EP1190, CP1060, CP1010		4	
	CP2070	Social Media Management			3	
	CP2640	Desktop Publishing	**PR.** DM1200 <u>or</u> MC 1260		3	
	MN3100	Business Ethics	**PR.** AC2260, HN1240, MR2100, and PS2340		3	
	PR2170	Project Management			2	
	SD2200	Work Exposure Orientation			0	

Six (Intersession)	OJ1590	Work Exposure (Six Weeks)	Successful completion of all courses in semesters 1-5 of the Business Administration Diploma program with a minimum Grade Point Average of 2.0.	

NOTE:

- Prerequisites - When registering for courses, please take note of the prerequisites. A prerequisite must be completed before registering for a subsequent course.

- Students must achieve a grade point average of 2.0 or greater to meet graduation requirements. Use the GPA calculation table to calculate your GPA.

- This document is for planning purposes only. Official confirmation of course completion and grades are obtainable from Student Services.