

## Business Administration – Certificate Program Plan Checklist



Name: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

GPA \_\_\_\_\_

Telephone: \_\_\_\_\_

Alt Email: \_\_\_\_\_

Semester	Course #	Course Name	Prerequisite	Co-requisite	Grade	Credit Value	Term
One	AC1260	Financial Accounting I	None			5	
	CM1240	Business Communications I	None			4	
	HN1230	Human Resource Management I	None			3	
	FN1140	Introduction to Finance	None			3	
	MC1240	Computer Applications I	None			3	
	MR1100	Marketing I	None			4	
Two	AC2260	Financial Accounting II	AC1260			5	
	CM1241	Business Communications II	CM1240 or equivalent			4	
	HN1240	Human Resource Management II	HN1230			3	
	LW1230	Business Law	None			3	
	MC1242	Computer Applications II	MC1240			3	
	MR2100	Marketing II	MR1100			4	
Three	AC2230	Computerized Accounting I	AC1260 or AC2100			3	
	CM2200	Oral Communications	None			2	
	OJ1100	Work Exposure (Two Weeks)	Successful completion of all courses in the BA program with a minimum GPA of 2.0.				

**NOTE:**

- Prerequisites - When registering for courses, please take note of the prerequisite that 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 Learner Services.