

Business Administration Certificate



Program Plan Checklist

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			4	
	FN1140	Introduction to Finance			3	
	HN1230	Human Resource Management I			3	
	MC1240	Computer Applications I			3	
	MR1100	Marketing I			4	
Two (Winter)	AC2260	Financial Accounting II	PR. AC1260		5	
	CM1241	Business Communications II	PR. CM1240		4	
	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	
	OJ1100	Work Exposure (Two Weeks)	Successful completion of all courses in the Business Administration Certificate 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.