Bow Valley College

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM COURSE LIST

EFFECTIVE FALL 2021

All courses in the Business Administration Certificate (AFM) Program must be completed within three years of your start date.

Recommended Term:	Course Code:	Course Name: Click on the course name for more information.	Course Credit Weight: Full time is 9 credits or more Part-time is 8 credits or less.	Availability: Fall/ Winter/ Spring	Passing Grade Requirements:	Pre-requisites: A course that a student must pass before registering in a more advanced course.	Co-requisites: A course that a student must be registered in at the same time as another course or completed beforehand.	Completion Checklist:
1	MGMT1201	Business Communication	3 credits	Fall/Winter/Spring	D (50% or higher)			
1	MGMT1401	Microeconomics	3 credits	FallWinter/Spring	D (50% or higher)			
1 or 2	ACCT1103	Introduction to Financial Accounting	3 credits	Fall/Winter/Spring	D (50% or higher)			
1 or 2	HRES1101	Organizational Behaviour	3 credits	Fall/Winter/Spring	D (50% or higher)			
1 or 2	HRES2201	Introduction to Human Resources	3 credits	Fall/Winter/Spring	D (50% or higher)			
1 or 2	MGMT1101	Introduction to Management	3 credits	Fall/Winter/Spring	D (50% or higher)			
1 or 2	MGMT1102	Corporate Social Responsibility	3 credits	Fall/Winter/Spring	D (50% or higher)			
1 or 2	MGMT1601	Business Law	3 credits	Fall/Winter/Spring	D (50% or higher)			
1 or 2	MKTG1101	Introduction to Marketing	3 credits	Fall/Winter/Spring	D (50% or higher)			
2	MGMT2401	Macroeconomics	3 credits	Fall/Winter/Spring	D (50% or higher)	MGMT1401		
Optional Work Experience								
2	ADMN9998	Employment Preparation	0 credits	Fall/Winter/Spring		Completion of 15 program credits		
3	ADMN9999	Work Experience	0 credits			Please visit the Work Experience page		