



Created by: Academic Advising
2022 to 2023 Academic Year

The information included in this list is subject to change

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM COURSE LIST

EFFECTIVE FALL 2022

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:	Course Credit Weight:	Availability:	Passing Grade	Pre-requisites:	Co-requisites:	Completion Checklist:
			Full time is 9 credits or more Part-time is 8 credits or less.	Fall/ Winter/ Spring	Requirements:	A course that a student must pass before registering in a more advanced course.	A course that a student must be registered in at the same time as another course or completed beforehand.	
1	ACCT1103	Introduction to Financial Accounting	3 credits	F/W/S	D (50% or higher)			
	MGMT1101	Introduction to Management	3 credits	F/W/S	D (50% or higher)			
	MGMT1201	Business Communication	3 credits	F/W/S	D (50% or higher)			
	MGMT1401	Microeconomics	3 credits	F/W/S	D (50% or higher)			
	MKTG1101	Introduction to Marketing	3 credits	F/W/S	D (50% or higher)			
2	HRES1101	Organizational Behaviour	3 credits	F/W/S	D (50% or higher)			
	HRES2201	Introduction to Human Resources	3 credits	F/W/S	D (50% or higher)			
	MGMT1102	Introduction to Organizations and Sustainability	3 credits	F/W/S	D (50% or higher)			
	MGMT1601	Business Law	3 credits	F/W/S	D (50% or higher)			
	MGMT2401	Macroeconomics	3 credits	F/W/S	D (50% or higher)	MGMT1401		
Optional Work Experience								
3	ADMN9998	Employment Preparation	0 credits	F/W/S	Pass or Fail	Completion of 15 program credits		
	ADMN9999	Work Experience	0 credits	F/W/S	Pass or Fail	ADMN9998, MGMT1201 and: -Completion of the field placement application process -Completion and passing grades in all required program courses -Minimum overall GPA of 2.60 -Commitment (attendance, punctuality, professionalism), as determined jointly by Program Chair, Instructors, and Career Advisor		