

BUSINESS ADMINISTRATION CERTIFICATE PROGRAM COURSE LIST

List is effective September 3, 2024 to August 22, 2025. Learners follow the Program Course List in place at the start of their program.

The Business Administration (AFM) certificate program must be completed within 3 years

IMPORTANT INFORMATION ABOUT THIS PROGRAM

Course availability and program requirements are determined by the Chiu School of Business.

Not all course modes are available for all courses or programs, and not all courses are available each term. Learners should follow up on their individual program areas, or their MyBVC for information for courses delivery types and availability.

The program requirements that were in effect on the date that the learner began their program are those that need to be fulfilled in order to graduate.

Term availability listed is only for the 2024/2025 Academic Year.

Maximum class capacity is determined by the department offering the course.

Pre-requisites are courses that must be completed before taking a more advanced course.

Learners may attempt a course a maximum of 3 times. This includes withdrawing from a course.

IMPORTANT WORK INTEGRATED LEARNING GRADING INFORMATION

A minimum C+ grade (67% or higher) MGMT1201 is required for the MGMT1998 or MGMT1999 placement*

Term	Course	Credits	Availability	Passing grade	Pre-requisite	Checklist (for learner use)
1	ACCT1103 Introduction to Financial Accounting	3	Fall/Winter/Spring	D (50% or higher)		
	MGMT1101 Introduction to Management	3	Fall/Winter/Spring	D (50% or higher)		
	MGMT1201 Business Communication	3	Fall/Winter/Spring	D (50% or higher)*		
	MGMT1401 Microeconomics	3	Fall/Winter/Spring	D (50% or higher)		
	MKTG1101 Introduction to Marketing	3	Fall/Winter/Spring	D (50% or higher)		
2	HRES1101 Organizational Behaviour	3	Fall/Winter/Spring	D (50% or higher)		
	HRES2201 Introduction to Human Resources	3	Fall/Winter/Spring	D (50% or higher)		
	MGMT1102 Introduction to Organizations and Sustainability	3	Fall/Winter/Spring	D (50% or higher)		
	MGMT1601 Business Law	3	Fall/Winter/Spring	D (50% or higher)		
	Work Integrated Learning: Choose 1 of the following options					
	MGMT1998 - Business Capstone	3		Pass or Fail	Complete at least 15 credits from the AFM program Minimum C+ grade in MGMT1201*	
	MGMT1999 - Business Field Placement	3		Pass or Fail	Complete at least 15 credits from the AFM program Minimum C+ grade in MGMT1201*	
TOTAL CREDITS		30	A full time course load is 9 credits or more. A part time course load is 8 credits or less.			