

Advisor:

Date:

Certificate/Diploma in Business Administration Audit Sheet

Core Courses				
Course	Grade	Course	Grade	
ENGL 3 credit hours		BUSI 2111 Introductory Financial Accounting		
ENGL or CRW 3 credit hours		BUSI 2112 Introductory Management Accounting		
ECON 1010 Introduction to Microeconomics		BUSI 2205 Introduction to Marketing		
ECON 1020 Introduction to Macroeconomics		BUSI 2600 Entrepreneurial Thinking and Behaviour		
BUSI 1000 Introduction to Business		BUSI 2720 Business Computer Applications		
BUSI 2011 Business Writing		STAT 2500 Statistics for Business and Arts Students		
BUSI 2012 Business Professionalism		MATH 1000/1005 Calculus		
Non-business elective 3 Credit Hours		BUSI 200W Business Professional Development Seminar 1		

Elective Table A (One of):				
Course	Grade	Course	Grade	
BUSI 3325 Human Resource Management		BUSI 3335 Labour Relations		

Elective Table (Four of)					
Course	Grade	Course	Grade		
BUSI 3005 Business Law I		BUSI 3550 Financial Management I			
BUSI 3310 Organizational Behaviour		BUSI 3700 Information Systems			
BUSI 3325 Human Resource Management		BUSI 4306 International Business			
BUSI 3335 Labour Relations		BUSI 4720 Business Analytics			
BUSI 3401 Operations Management		BUSI 1210 (Will be used if student already has completed)			

Advisor's Notes

*CRW= Critical Reading and Writing course. 3 credit hours in English may be replaced by any Memorial University Critical Reading and Writing course.

Students must achieve an overall GPA of at least 2.5 and an overall numeric average of at least 60% in the courses which comprise the 30 credit hours specified for the Certificate in Business Administration, as per the calendar. Course pre-requisites, as indicated in the calendar, shall apply to all courses in the Certificate program (not indicated above). Students planning to pursue the Diploma or Bachelor of Commerce program are encouraged to note course prerequisites and plan their courses accordingly.

*It is the student's responsibility to ensure that they are registered for the appropriate courses and are aware of residence and graduation requirements. The University Calendar is the final authority on university regulations. Access to Information and Promotion of Privacy – The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to update your student record. If you have any questions about the collection and use of this information contact the Academic Programs Office, Faculty of Business Administration.