



**BUSINESS
ADMINISTRATION**

Student Name: _____

Student No.: _____

Advisor: _____

Date: _____

Certificate in Business Administration Program Worksheet

Core Courses			
Course	Grade	Course	Grade
ENGL 3 credit hours		BUSI 2111 <i>Introductory Financial Accounting</i>	
ENGL or CRW 3 credit hours		BUSI 2205 <i>Introduction to Marketing</i>	
BUSI 1000 <i>Introduction to Business</i>		BUSI 2600 <i>Entrepreneurial Thinking and Behaviour</i>	
BUSI 2011 <i>Business Writing</i>			

Elective Table (Choose 3)			
Course	Grade	Course	Grade
ECON 1010 <i>Introduction to Microeconomics</i>		BUSI 3325 <i>Human Resource Management</i>	
ECON 1020 <i>Introduction to Macroeconomics</i>		BUSI 3335 <i>Labour Relations</i>	
BUSI 2012 <i>Business Professionalism</i>		BUSI 3401 <i>Operations Management</i>	
BUSI 2112 <i>Introductory Management Accounting</i>		BUSI 3550 <i>Financial Management I</i>	
BUSI 2720 <i>Business Computer Applications</i>		BUSI 3700 <i>Information Systems</i>	
BUSI 3005 <i>Business Law I</i>		BUSI 4306 <i>International Business</i>	
BUSI 3310 <i>Organizational Behaviour</i>		BUSI 4720 <i>Business Analytics</i>	

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.