Business Administration Certificate

Program: CERTBADM | Program Code: 250101 | Intake: September 2021 -

Student ID Number / Name:	

This planner guide is for program planning purposes only. Please refer to myCap Schedule for course schedules and course pre-requisites. It is the student's responsibility to always refer to the Capilano University Calendar for complete program requirements.

Program Requirements			
Course	**Course Title**	**Course Credits**	**Grades**
ENGL 100	University Writing Strategies	3.00	
BADM 101	Introduction to Management	3.00	
	Select 6.00 credits from: o BADM 102: Quantitative Methods o BADM 106: Organizational Behaviour o BADM 107: Business Law I o BADM 268: Entrepreneurship/Small Business Management	3.00	
	o BFIN 141: Introductory Accounting I o BFIN 193: Compressed Introductory Financial Accounting o BMKT 161: Introduction to Marketing *[Note: Students cannot receive credit for BFIN 141 or BFIN 142 and also get credit for BFIN 193 towards this credential.]*	3.00	
	Select 6.00 credits of Business Electives at the 100-, 200-, 300-Level from the prefixes below: o BADM: Business Administration o BCPT: Business Computing o BFIN: Business Finance o BMKT: Business Marketing o IBUS: International Business and Logistics o RMCP: Retail Marketing	3.00	
	[Note: Students cannot receive credit for BFIN 141 or BFIN 142 and also get credit for BFIN 193 towards this credential.] *[Note: Students may get credit for only one of BFIN 244 or BFIN 341 towards this credential. Students planning to take the Bachelor of Business Administration Accounting Concentration must take BFIN 341.]*	3.00	
	Total Certificate program credits:	**18.00**	

Comments:

- Students starting this program from September 2021 onwards are able to use this program planner. If you started the program before this term, please contact Academic Advising for an appropriate program planner or you may refer to **Capilano University Academic Calendar** for your program profile requirements.

- **Note**: Students planning to concentrate in accounting should take either BFIN 141 and BFIN 142, or BFIN 193. Students cannot receive credit for BFIN 141 or BFIN 142 and also get credit for BFIN 193 towards this credential.

- **Note**: Students are restricted to credit for only one of BFIN 244 or BFIN 341 towards this credential (students planning to take the Bachelor of Business Administration Accounting Concentration must take BFIN 341).

- **Residency Requirement**: Students transferring to Capilano University must complete a minimum of 50% of their program course credits at Capilano University, the majority of which will normally fulfill the requirements of their final years of study.

- **Graduation Requirement**: A *minimum* **CGPA of 2.00** (calculated on all program required courses) must be achieved to graduate from all Capilano University credentials. Programs may have additional graduation requirements as approved by the University Senate.
    - Check your cumulative Grade Point Average (cGPA) yourself using the **GPA Calculator** on CapU website.

- **Timeframe for Completion of the program and Graduation**: Students in a one-year program would be given two and half years to complete their program.