Retail Business Fundamentals Certificate

Program Code: 209501 | Intake: September 2016 -

Student Name: _____   **Student ID**: _____

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**
First Term			
BCPT 123	Business Computing Basics	3.00	
BTEC 117	Accounting Procedures I	3.00	
CMNS 152	Business Communications Basics	3.00	
RMCP 172	Retail Technology/Store Management I	3.00	
	Select 3.00 credits from: o BTEC 115 Business Systems and Procedures (3.00) o ^{See Note #1} *An Eligible <u>Approved</u> Elective (3.00) *[Note: *If the following mathematics levels are met, an eligible elective may be taken in place of BTEC 115. Principles of Math 11 (C) or Precalculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass).]*	3.00	
Second Term			
BADM 101	Management	3.00	
BADM 106	Organizational Behaviour	3.00	
BMKT 161	Marketing	3.00	
BTEC 217	Accounting Procedures II	3.00	
RMCP 173	Retail Finance/Store Management II	3.00	
	Total <u>Certificate</u> program credits:	**30.00**	

Comments:

- Students starting this program from September 2016 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.

See Note #1 If the following mathematics levels are met, an eligible elective may be taken in place of BTEC 115. Principles of Math 11 (C) or Precalculus 11 (pass) or Foundations of Math 11 (C) or BMTH 044 (C) or BMTH 048 (C) or MATH 096 (C) or MATH 097 (C) or Applications of Math 12 (pass) or Apprenticeship & Workplace Mathematics 12 (B) or Foundations of Math 12 (pass) or Principles of Math 12 (pass) or Pre-calculus 12 (pass) or BMTH 054 (pass).

See Note #1 Approved Eligible List

Unless specific exclusions or inclusions are listed, all 100-level or higher undergraduate courses of 3 credits or more in a following subject area are eligible:

Faculty of Arts & Sciences	AHIS, ANTH, ASTR, BIOL, CHEM, CHIN, COMP, CRIM, ECON, ENGL, FNST, FNLG, FREN, GEOG, GEOL, GERM, HIST, JAPN, KIN, LBST, LING, MATH, PHIL, PHYS, POL, PSYC, SOC, SPAN, WGST, WMST
Faculty of Business & Professional Studies	BADM, BCPT, BFIN, BMKT, CMNS (all except CMNS 105, 110, 115, 120, 123, 131, 133, 152, 154, 159, 164, 174, 205, 223, 305, 400, 498), IBUS, LAW (all except LAW 139, 499), LGST (only LGST 109, 110, 112, 125), MOA (only MOA 109, 110, 111, 112), RMCP
Faculty of Education, Health & Human Development	EAP (limited to maximum of 3 credits, EAP 100 (min. B+) or EAP 101 (min. B+)), EDUC (all except EDUC 176, 190, 267, 276, 277, 349, 381, 382, 390), HCA (all except HCA 110), MT (all except MT 330, 391, 490, 491), RADP (all except RADP 190, 290, 291), SEA (all except SEA 109)
Faculty of Fine & Applied Arts	ACTR, AEM (AEM 148 only), ANIM, ASAS, CINE, COND, COST, DIGI, DOCS, DSGN, ENSM, ENSJ, FILM, IDEA (all except IDEA 246), IDES, IDF, INTE (all except INTE 119, 208), IVPA, JAZZ, MOPA, MUS, MUTH, PMI, SART, TECT (all except TECT 180, 181, 182, 183, 184, 280, 281, 282, 283, 284, 285), THTR, TXTL (all except TXTL 230, 330), VFX
Faculty of Global & Community Studies	HKIN, IDST, PADM (all except PADM 204, 205, 207, 306), REC (only REC 152, 252), TOUR (only TOUR 104, 111, 120, 135, 151, 227, 232, 306, 307, 326, 331, 341, 342, 343, 344, 423)

- **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.