

Student Name	
Student Number	Date

# Certificate in Business Administration

Personal Learning Plan  
[Request for Credential](#)

## PROGRAM COURSES

			Prerequisite(s)	Semester Completed	Grade
	ACCT 110		Financial Accounting 1	Engl 12 + Math 11	
	ACCT 111*	One of	Financial Accounting 2	ACCT 110	
	ACCT 207		Managerial Accounting	ACCT 110	
	BUS 130		Business Communications	Eng 12	
	BUS 140		Business Info. Technology	Engl 11	
	BUS 145		Business Data Analysis	BUS 140	
	BUS 150		Introduction to Management	Engl 12	
	ECON 103		Principles of Microeconomics	Engl 12 + Math 11	
	ENGL 151		Academic Writing Strategies	Engl 12	
	FIN 110		Fundamentals of Finance	Engl 12 + Math 11	
	MARK 110		Introduction to Marketing	Engl 12 + Math 11	

## PROGRAM INFORMATION

### Participation requirements

- Many first year Business courses require Math as a prerequisite ( a “C” in Principles of Math 11, or Pre-calculus 11, or Foundations of Math 11, or Applications of Math 12, or MATH 137, or MATH 073; or “C+” in MATH 135 or MATH 072). Students may enter the program without Math but **must** complete one of the Math courses listed above or successfully complete Camosun’s Math assessment in or before their first semester of study.
- To qualify for a Certificate in Business Administration, a student must complete all required program courses and electives and achieve an overall cumulative GPA of at least 2.0.
- Graduates of the Certificate in Business Administration program can seamlessly ladder to Business Administration diploma and degree programs.

\* Students who intend to complete an Accounting or Finance diploma or an Accounting degree **must** take ACCT 111

### Who to Contact:

- Questions about your course requirements for your Camosun credential or which elective to take, contact:  
**School of Business Academic Advisors**  
[academicadvising@camosun.bc.ca](mailto:academicadvising@camosun.bc.ca) (enter program in subject line)
- Questions about your personal learning plan, which courses to take in a term or about bridging to other Business programs, contact:  
**School of Business**  
[sofbus@camosun.bc.ca](mailto:sofbus@camosun.bc.ca) | 250.370.4565

*Personal Learning Plans represent the most recently approved changes to the program, and are intended for course-planning purposes. They are not a binding document. If program requirements have changed since your admission to the program, you may be eligible to graduate under a previous version of the program requirements. Please contact academic advising [AcademicAdvising@camosun.bc.ca](mailto:AcademicAdvising@camosun.bc.ca) or refer to the calendar for more information.*

*Please refer to [camosun.ca](http://camosun.ca) for the most up to date program information.*