

166 Bedford Highway, Halifax, NS, B3M 2J6 902-457-6788

Certificate in Business Administration 2021/2022

Student name: _____ Student number: _____
 Faculty advisor: _____ Date: _____

The following courses are required to complete the Business Administration Certificate program. Please check off each course as you complete it. Also, check off any transfer credits you have been given upon entering the program by putting a "T" in the space beside the course.

√	Course Requirements		Units
	BUSI 1112	Introduction to Business Administration	0.5
	BUSI 2214	Organizational Behaviour: Individuals in Organizations	0.5
	BUSI 2215	Organizational Behaviour: Groups, structure and culture	0.5
	BUSI 2230	Principles of Marketing	0.5
	BUSI 2231	Applied Marketing	0.5
	BUSI 2321	Introduction to Accounting I	0.5
	ECON 1101	Introduction to Microeconomics	0.5
	ECON 1102	Introduction to Macroeconomics	0.5
	Business/Tourism elective		0.5
	Business/Tourism elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
Total Units			6.0

Some electives may have additional prerequisites. Students should carefully plan their electives as some electives may have additional prerequisites and all of the electives shown are not offered every year.

Courses that do not count as Arts/Science electives in the BBA degree, certificate or diploma include:

- Applied Human Nutrition (NUTR) with the exception of NUTR 1102, 1103, 1106, 2211, 2204, 3325, 4400, 4408, 4409
- Business Administration (BUSI) unless crosslisted with Political Studies (POLS) or Women's Studies (WOMS)
- Economics unless crosslisted with Political Studies (POLS)
- Information Technology (INTE) unless crosslisted with Computer Studies (CMPS)
- Public Relations (PBRL) unless crosslisted with Communications (COMM)
- Tourism and Hospitality Management

This form is intended to be a helpful guide for students. It is the students' responsibility to ensure that they follow the program rules and regulations as described in the Academic Calendar.

Certificate Admission:

Students can enroll in the Certificate in Business Administration program as a separate program or concurrently with another Mount Program. Both the certificate and degree may be taken concurrently. If taken concurrently, the Principles Governing the Awarding of Multiple Credentials will be in effect. If not earned concurrently, the University regulations regarding a second credential will be in effect.

Admission requirements for the Certificate in Business Administration program are the same as for the Bachelor in Business Administration. Please refer to academic calendar.

Students wishing to graduate with a Certificate or Diploma in Business Administration, and later continue on to complete the Bachelor of Business Administration degree program at MSVU need to:

- 1) Enrol in the Bachelor of Business Administration degree program PRIOR to applying to graduate with the certificate or diploma. <https://www.msvu.ca/wp-content/uploads/2020/05/ProgramChange4.pdf>
- 2) Complete a Declaration Certificate/Diploma program (second credential) form PRIOR to applying to graduate with the certificate or diploma. <https://www.msvu.ca/wp-content/uploads/2020/05/Declaration20certificate-diploma20form-2020.pdf>
- 3) International Students: Meet with your International Student Advisor at the International Education Centre for advice on current immigration considerations prior to making this decision.

The objective of the certificate is to give the student a basic introduction to the concepts of business administration.

The certificate may be completed through distance learning on a part-time or full-time basis.
