

Program Planner

The Certificate and Advanced Certificate programs allow you to choose courses that interest you or courses that enhance your career. These courses teach basic management skills of practical value across a wide spectrum of occupations. Faculty and industry specialists conduct these classes, which are offered in the September, January, and May terms. Credit from a certificate program can ladder into Capilano's Business Administration Diploma and/or the Bachelor of Business Administration degree. Admission requirements to the Business Certificate program are: BC Secondary School graduation (Grade 12) or equivalent or Mature student status and an ENGLISH LANGUAGE requirement¹. Admission requirements to the Advanced Business Certificate program are: BC Secondary School graduation (Grade 12) or equivalent or Mature student status or completion of Business Administration Certificate Program with upgrading in Math and/or English as required. A minimum grade of C+ in English 12 or EDT = 100 or LPI essay score = 24, essay level = 4 and a minimum grade of C in Principles of Math 11 or a minimum grade of B in Applications of Math 12. ENGLISH LANGUAGE requirement. Conditional acceptance may be granted for Mature student status upon successful completion of testing and/or upgrading in English and Math skills.

BUSINESS ADMINISTRATION CERTIFICATE
(18 Credits)

Required Course:

BADM 101 Management 3 credits

Required Specialty Courses:

Choose 6 credits (2 courses) from the following list:

BADM 102 Quantitative Methods
BADM 106 Organizational Behaviour
BADM 107 Business Law I
BFIN 141 Accounting
BMKT 161 Marketing 6 credits

Three Business Elective courses 9 credits

Choose 9 credits (3 courses) from the following list:

BUSINESS ADMINISTRATION ADVANCED CERTIFICATE
(30 credits)

Required Course:

BADM 101 Management 3 credits

Required Specialty Courses:

Choose 6 credits (2 courses) from the following list:

BADM 102 Quantitative Methods
BADM 106 Organizational Behaviour
BADM 107 Business Law I
BFIN 141 Accounting
BMKT 161 Marketing 6 credits

Seven Business Elective courses

Selected from the following list:

21 credits

BUSINESS ELECTIVE COURSES (Subject to change):

BADM 102*	QUANTITATIVE METHODS	BADM 322*	CURRENT ISSUES IN BUS ADMIN I
BADM 106	ORGANIZATIONAL BEHAVIOR	BADM 323*	CURRENT ISSUES IN BUS ADMIN II
BADM 107	BUSINESS LAW I	BADM 324*	CURRENT ISSUES IN BUS ADMIN III
BADM 201*	BUSINESS INFORMATION SYSTEMS	BADM 325*	SPECIAL TOPICS IN BUS ADMIN III
BADM 202*	PEOPLE MANAGEMENT	BADM 329*	PERFORMANCE MANAGEMENT
BADM 204*	INTRO TO STRATEGIC MANAGEMENT	BADM 335*	WORKPLACE DEVELOPMENT
BADM 210	BUSINESS STATISTICS	BADM 382*	ADVANCED HUMAN RESOURCE MGMT
BADM 218*	LEADERSHIP IN TEAMS		
BADM 268	ENTREPRENEURSHIP/SMALL BUSINESS MGT	BCPT 121	BUSINESS COMPUTING I
BADM 301*	OPERATIONS MANAGEMENT	BCPT 122*	BUSINESS COMPUTING II
BADM 302*	HUMAN RESOURCE MANAGEMENT	BCPT 123	BUSINESS COMPUTING BASICS
BADM 303*	INDUSTRIAL RELATIONS	BCPT 221*	BUSINESS COMPUTING III
BADM 305*	LEADERSHIP	BCPT 223*	ADVANCED EXCEL
BADM 307*	ADVANCED BUSINESS LAW II	BCPT 225*	MANAGING BUS. NETWORKS & DATABASES
BADM 310*	QUANTITATIVE METHODS III	BCPT 305*	MANAGEMENT OF INFORMATION SYSTEMS
BADM 318*	PROJECT MANAGEMENT	BCPT 325*	BUSINESS DIASTER RECOVERY & PLANNING
BADM 320*	SPECIAL TOPICS IN BUS ADMIN I	BCPT 326*	ADVANCED WEB DESIGN
BADM 321*	SPECIAL TOPICS IN BUS ADMIN II		

¹ A minimum grade of C+ in English 12 or EDT = 100 or LPI essay score = 24, essay level = 4

BFIN 141	ACCOUNTING	IBUS 255*	CROSS-CULTURAL BUSINESS
BFIN 142*	FINANCIAL ACCOUNTING I	IBUS 321*	INTERNATIONAL BUSINESS
BFIN 241*	FINANCE FOR MANAGERS	IBUS 334*	COMMUNICATION /CULTURE IN INT'L BUS
BFIN 244*	MANAGERIAL ACCOUNTING	IBUS 340*	INTERNATIONAL TRADE LAW
BFIN 246*	FINANCIAL ACCOUNTING II	IBUS 357*	INTERNATIONAL MARKETING
BFIN 249*	ACCOUNTING MICROCOMPUTER APPS.	IBUS 368*	INTERNATIONAL ENTREPRENEURSHIP
BFIN 331*	ASSURANCE AND AUDITING		
BFIN 341*	COST ACCOUNTING I		
BFIN 342*	COST ACCOUNTING II		
BFIN 347*	FINANCIAL ACCOUNTING III		
BFIN 348*	ACCOUNTING INFORMATION SYSTEMS		
BFIN 350*	ADVANCED FINANCIAL MGMT		
BFIN 351*	TAXATION		
BFIN 353*	INTERNATIONAL FINANCE		
BFIN 391*	CONTEMPORARY ISSUES IN FINANCE & INVESTMENT		
BMKT 161	MARKETING		
BMKT 261*	ADVERTISING		
BMKT 262*	EVENT MARKETING		
BMKT 263	PROFESSIONAL SELLING SKILLS		
BMKT 315*	e-BUSINESS ANALYSIS & ADMINISTRATION		
BMKT 316*	BRANDING AND INNOVATION		
BMKT 360*	MARKETING RESEARCH		
BMKT 364*	CONSUMER BEHAVIOUR		
BMKT 365*	MARKETING STRATEGIES & DECISIONS		
BMKT 366*	PROFESSIONAL SALES & MANAGEMENT		
BMKT 369*	E-COMMERCE & MARKETING		
ENGL 100*	ACADEMIC WRITING STRATEGIES		

***Course has a pre-requisite, check the online Calendar for information about pre-requisites and course description**