

## Certificate in Business Administration

The Business Administration certificate program is comprised of at least 30 credits; please refer to the list below to view the compulsory and optional courses of this program. To view course descriptions and schedules, please visit [www.timetable.uOttawa.ca](http://www.timetable.uOttawa.ca).

### **Compulsory courses (12 credits):**

ADM 1100	Introduction to Business Management
ADM 1101	Social Context of Business
ECO 1102	Introduction to Macroeconomics
ECO 1104	Introduction to Microeconomics

### **Compulsory courses (at least 12 credits); choose from:**

ADM 1340	Financial Accounting
ADM 2302	Business Decision Models
ADM 2303	Statistics for Management
ADM 2304	Applications of Statistical Methods in Business
ADM 2320	Marketing
ADM 2336	Organizational Behaviour
ADM 2337	Human Resource Management
ADM 2341	Managerial Accounting
ADM 2350	Financial Management
ADM 2372	Management Information Systems
ADM 3301	Operations Management
ADM 3318	International Business

### **Prerequisites:**

ADM 1100 or ADM 1300
ADM 1370, MAT 1302
MAT 1300
ADM 2303
ADM 1100 or ADM 1300
ADM 1100 or ADM 1300
ADM 2336
ADM 1340
ADM2303, ADM2340, ECO1102, ECO1104
ADM 1370 or CSI 1306 or ITI1120
ADM 2302, ADM 2304
ADM 2320

### **Optional courses (6 credits maximum); choose from:**

#### **Quantitative Methods and Information Systems**

ADM 1370	Information Systems Tools for Business
ADM 3302	Supply Chain Management
ADM 3305	Business Simulation
ADM 3378	Electronic Business
ADM 3379	Information Systems Analysis and Design
ADM 4306	Statistical Modeling
ADM 4707	Business and Technology Forecasting
MAT 1300	Mathematical Methods I
MAT 1302	Mathematical Methods II

#### **Prerequisites:**

ADM 1100 or ADM 1300
ADM 3301
ADM 2302, ADM 2304
ADM 2372 or CSI 2110
ADM 2372 or CSI 2110
ADM 2304
ADM 2304

#### **Accounting**

ADM 2342	Intermediate Accounting I
ADM 3340	Intermediate Accounting II
ADM 3343	International Accounting
ADM 3346	Cost Accounting

#### **Prerequisites:**

ADM 1340, ADM 2350 (or concurrently)
ADM 2342
ADM 2341
ADM 2341

#### **Finance**

ADM 3350	Corporate Finance
ADM 3351	Fixed Income Investments
ADM 3352	Portfolio Management
ADM 3358	Multinational Business Finance

#### **Prerequisites:**

ADM 2350
ADM 3350
ADM 3350
ADM 2350

#### **Human Resource Management**

ADM 3334	Industrial Relations
ADM 3336	Organization Design
ADM 3337	Compensation Administration

#### **Prerequisites:**

ADM 2337
ADM 2336
ADM 2337

(See next page for more optional courses...)

**Marketing**

ADM 3321	Consumer Behaviour
ADM 3322	Services Marketing
ADM 3326	Advertising and Sales Promotion Management

**Prerequisites:**

ADM 2320  
ADM 2320  
ADM 2320

**Management**

ADM 3313	Entrepreneurial Mind: New Venture Creation
ADM 3319	Cross-Cultural Management
ADM 3360	Business Law

**Prerequisites:**

ADM 1100 or ADM 1300  
ADM 1100 or ADM 1300  
ADM 1100 or ADM 1300