

## Tk'emlups te Secwepemc Trades and Training

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### Certificate in Business Skills

The Certificate in Business Skills can help you to develop the basic skills required to gain entry-level employment in business.

#### Program requirements

#### Admission requirements

Open admission

When applying for this program, please complete a [Program Admission Form](#).

#### Residency requirements

A minimum of six TRU credits (distance or on-campus)

#### Certificate requirements

15 credits, with a minimum GPA of 2.00 (C average) over all courses required to complete this credential, as follows:

#### Core knowledge requirements (6 credits)

[CMNS 1811](#), Professional and Academic Composition (3)

[MIST 2611](#), Management Information Systems (3)

#### Elective requirements (9 credits)

Nine credits of 1000- or 2000-level courses, normally selected from business or economics courses: ACCT, BLAW, BUSN, ECON, ENTR, FNCE, HRMN, MIST, MKTG, MNGT, ORGB, SCMN, [CMNS 1291](#), Introduction to Professional Writing, [MATH 1091](#), Business Mathematics, [MATH 1101](#), Finite Mathematics and/or [STAT 1201](#), Introduction to Probability and Statistics

Other similar courses meeting the intent of the core and/or elective requirements are considered on a case-to-case basis.

#### Supervisory option (9 credits)

You are awarded this option if you complete the following electives:

[MNGT 1221](#), Supervision (3)

[MNGT 2131](#), Motivation and Productivity (3), or approved equivalent

[HRMN 2821](#), Human Resource Management (3), or approved equivalent

### **Business Skills Certificate**

Certificate requirements:

15 credits, with a minimum GPA of 2.00 (C average) over all courses required to complete this credential, as follows:

Course Number	Course Name	Credits
<b>Core knowledge:</b>		
CMNS 1811	Professional and Academic Composition	3
MIST 2611	Management Information Systems	3
<b>Sub-total</b>		<b>6</b>
<b>Elective option:</b>		
<a href="#">HLTH 1981</a>	<a href="#">Medical Terminology</a>	3
MKTG 2431	Marketing	3
MNGT 1711	Introduction to Business	3
<b>Sub-total</b>		<b>9</b>
<b>Total Program</b>		<b>15</b>

Course Code	Course Name	Total Weeks
CMNS 1811	Professional and Academic Composition	
Course dates: November 29th, 2021 -> January 28th, 2022		<u>7</u>
<b>Christmas Break: December 20, 2021 -&gt; January 1, 2022</b>		2
1 week break: January 31, 2022 -> February 4, 2022		1
MIST 2611	Management Information Systems	
MNGT 1711	Introduction to Business	
Course dates: February 7, 2022 -> April 15, 2022		<u>10</u>
<b>Spring Break: April 18, 2022 -&gt; April 22, 2022</b>		1
MKTG 2431	Marketing	
HLTH 1981	Medical Terminology	
Course dates: April 25, 2022 -> June 30, 2022		<u>10</u>
<b>Total Program weeks</b>		<b><u>31</u></b>