

Name: _____

ID:

Undergraduate Certificate in Business Administration

General Business



Dhillon School of Business offers an Undergraduate Certificate in Business Administration program with a general business major. The certificate is composed of 10 courses that will provide a solid foundation of business knowledge for students to pursue their desired academic and professional endeavors.

What determines my program requirements?

Please refer to the Academic Calendar (www.ulethbridge.ca/ross/academic-calendar) for complete program information.

Calendar Year: 2026/2027 - Your calendar year is set to the academic year you are admitted (or readmitted), and you should follow the requirements for that year for the duration of your program.

Faculty/School: Dhillon School of Business (www.ulethbridge.ca/dhillon) - An internationally accredited AACSB business school

Program(s): Undergraduate Certificate in Business Administration

Major(s): General Business

Minor: A defined set of courses designed to provide depth in a particular discipline, study in an interdisciplinary area, or focus on a theme-related topic. To learn more about optional minors, see www.ulethbridge.ca/ross/minors.

Am I admissible to this program?

Admission: www.ulethbridge.ca/ross/admissions/undergrad

Transfer: www.ulethbridge.ca/ross/transfer-resources

When/How do I apply to the University?

Deadlines: www.ulethbridge.ca/ross/admissions/undergrad/deadlines

Step-by-Step: www.ulethbridge.ca/ross/admissions/step-by-step

Where can I find information on courses?

Course Catalogue: www.ulethbridge.ca/ross/courses

Registration Guide: www.ulethbridge.ca/ross/registration-guide

When can I register for classes?

Register early! (March for Summer and Fall; November for Winter)

Registration Dates: www.ulethbridge.ca/ross/registration-dates

How can I enhance my program?

Career Bridge: www.ulethbridge.ca/career-bridge

Honours Thesis: www.ulethbridge.ca/ross/undergraduate-thesis

Student Professional Development:

www.ulethbridge.ca/dhillon/student-experience/student-professional-development

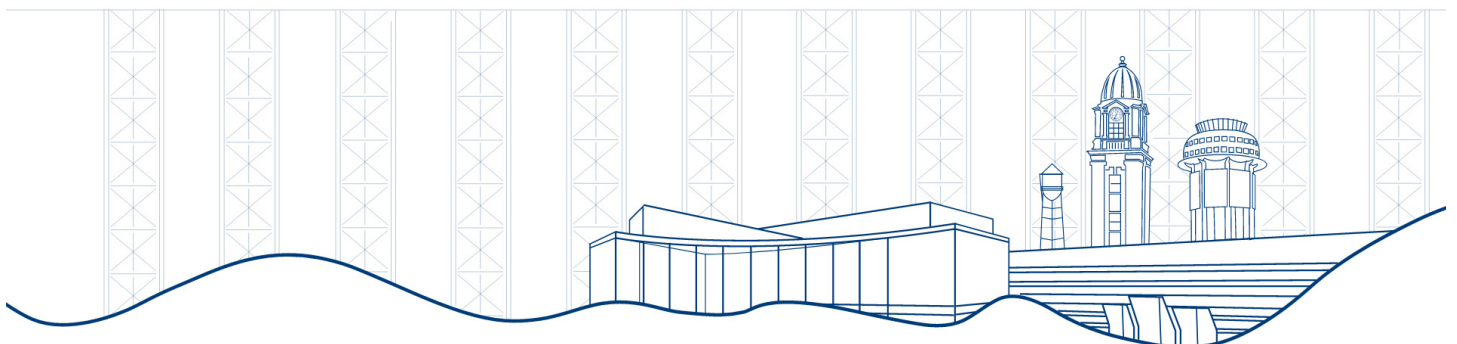
What supports are available to students?

Student Services: www.ulethbridge.ca/campus-life/student-services

Student Success Centre: www.ulethbridge.ca/student-success-centre

Accessible Learning: www.ulethbridge.ca/ross/alc

Counselling Services: www.ulethbridge.ca/counselling





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Program Requirements

- _____ 1. Economics 1010 - Introduction to Microeconomics
- _____ 2. Management 1500 - Fundamentals of Business
- _____ 3. Statistics 1770 - Introduction to Probability and Statistics
- _____ 4. Marketing 2020 - Marketing
- _____ 5. Human Resources and Labour Relations 2030 - Introduction to Organizational Behaviour
- _____ 6. Accounting 2100 - Introductory Accounting
- _____ 7. **One of:**
 - _____ Writing 1000 - Introduction to Academic Writing
 - _____ English 1900 - Introduction to Language and Literature
- _____ 8. **One of the following with Indigenous content and a Fine Arts and Humanities designation:**
 - _____ Any course from the Indigenous Governance and Business Management (IGBM) subject codes list with a Fine Arts and Humanities designation (see **School of Liberal Education** in the 2026/2027 University of Lethbridge Calendar, www.ulethbridge.ca/ross/academic-calendar)
 - _____ Any course from the Indigenous Studies (INDG) subject codes list with a Fine Arts and Humanities designation (see **School of Liberal Education** in the 2026/2027 University of Lethbridge Calendar, www.ulethbridge.ca/ross/academic-calendar)
 - _____ Art History 3152 - Indigenous and/or Canadian Visual Culture (Series)
 - _____ Blackfoot 1000 - Introduction to Blackfoot Language and Culture
 - _____ Blackfoot 2210 - Blackfoot Grammar for Learners and Teachers
 - _____ Liberal Education 1850 - Conversational Indigenization: Reconciling Reconciliation

Electives

- _____ 9. One Dhillon School of Business option (ACCT, AGEM, DGTR, FINC, GLBU, HRLR, IGBM, MGT, and MKTG) from the Undergraduate Certificate in Business Administration Elective chart (see chart on last page)
- _____ 10. One Dhillon School of Business or non-Dhillon School of Business option from the Undergraduate Certificate in Business Administration Elective chart (see chart on last page)

General Requirements

Students must meet the academic standards, program requirements, and graduation requirements according to the regulations set by the Dhillon School of Business, and as outlined in the Calendar including, but not limited to:

- _____ Successful completion of at least 10 courses (30.0 credit hours) and a GPA of at least 2.00. To determine graduation grade point averages, see **Dhillon School of Business, Graduation** in the 2026/2027 University of Lethbridge Calendar, www.ulethbridge.ca/ross/academic-calendar.
- _____ A minimum grade of 'C-' is required in all Dhillon School of Business courses (ACCT, AGEM, DGTR, FINC, GLBU, HRLR, IGBM, MGT, and MKTG) and courses cross-listed with Dhillon School of Business courses; and when required Economics 1010; Economics 1012; Statistics 1770; Writing 1000 or English 1900; and all courses in the major marked with an asterisk (*) in order to meet certificate requirements.
- _____ All certificate requirements must be completed within 5 years after admission into the Dhillon School of Business.
- _____ Residence Requirement: Students must successfully complete at least 5 courses at the University of Lethbridge as part of the Undergraduate Certificate in Business Administration which have not been used towards a previous University of Lethbridge credential.

Optional Minor:

For information about minors see **Minors** in the 2026/2027 University of Lethbridge Calendar, www.ulethbridge.ca/ross/academic-calendar. Consult with an Academic Advisor if you wish to add a minor to your program.

- _____ **1.-6. Required Courses**
- _____ 1. _____
 - _____ 2. _____
 - _____ 3. _____
 - _____ 4. _____
 - _____ 5. _____
 - _____ 6. _____

Final Program Check

Request a Final Program Check at www.ulethbridge.ca/dhillon/final-program-check by December 1 (April completers) or by April 1 (June, August, & December completers) and after registering in your final term.

Program requirements with _____ (majors, minors, concentrations)	
<input type="checkbox"/> will be met upon successful completion of _____ currently enrolled courses	<input type="checkbox"/> have been met
U of L GPA: _____	Grad GPA: _____ Co-op: _____ Honours Thesis: _____
Advisor: _____ Date: _____	Advisor: _____ Date: _____



RECOMMENDED SEQUENCING PLAN (2026/2027)

Recommended Course Sequence

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Shown below is the recommended sequence of courses for your degree. Consult timetables for course offerings, prerequisites, and corequisites before registering each term as some courses may have limited offerings (ie. once a year, alternating years, or only offered in the Fall or Winter terms).

Consult with an Academic Advisor in your faculty if you wish to alter this sequence with regard to the specifically listed courses.

Note that this sequence was prepared based on course scheduling at the time of publication and may change during your studies.

First Year (Term 1)

- Accounting 2100
- Economics 1010
- Management 1500
- Statistics 1770
- One of: Writing 1000 or English 1900

First Year (Term 2)

- Human Resources and Labour Relations 2030
- Marketing 2020
- ¹ Indigenous Content Requirement
- ² Elective - Dhillon School of Business option
- ³ Elective - Dhillon or non-Dhillon School of Business option

1. Refer to the list of Indigenous content courses in the preceding program requirements.
2. Based on your major of interest, select from the "Dhillon School of Business options" as per the Elective Chart below.
3. Based on your major of interest, select from the "Dhillon School of Business options" or the "non-Dhillon School of Business elective options" as per Elective Chart below.

Elective Chart

See elective options and recommendations for smooth laddering into one of the following majors; choose based on your major of interest:

1 = 1st priority; 2 = 2nd priority; 3 = options

	Accounting <i>(Degree)</i>	Finance <i>(Degree)</i>	General Management <i>(Degree)</i>	Global Business <i>(Degree)</i>	Human Resource Management and Labour Relations <i>(Degree)</i>	Indigenous Governance and Business Management <i>(Diploma or Degree)</i>	Marketing <i>(Degree)</i>
Dhillon School of Business options:							
ACCT 2400	1	1	3	3	3		
HRLR 3050	3	3	3	3	3	3	
HRLR 3305					3		
IGBM 2500			3			1	
One of (IGBM): • IGBM 3250 • IGBM 3280/ INDG 3280 • IGBM 3515/ INDG 3515 • IGBM 3522 • IGBM 3590/ INDG 3590			3			2	
GLBU 3650		3	3	1	3		
MGT 2081	3	3	3	3	3	3	3
MGT 2700			3		3		
MGT 3010	3		3				
MGT 3031	3	3	3	3	3	3	3
MGT 3801			3				
Non-Dhillon School of Business elective options:							
ECON 1012	2	1					
ECON 2900 or STAT 2780	2	2			3		1
PSYC 1010							3
SOCI 1000							3