



UNB
Saint John

**FACULTY OF BUSINESS
AUDIT FORM**

Certificate of Business I (C-BA I)

Student Name: _____

GPA: _____

Student Number: _____

Date: _____

PLEASE FOLLOW THE DIRECTIONS CAREFULLY

1. Type your name, student number and date in the spaces provided above.
2. Obtain your transcript and, if applicable, your original transfer credit assessment.
3. Record all courses that have a grade of D, F, W or "#" in the "COURSES THAT DO NOT MEET THE REQUIREMENTS" section.
4. Place the remaining courses in the appropriate sections of the audit form.
5. Put the grade that you earned on the "LETTER GRADE" field. Look for the "approved" notation in the yellow status box. Credit hours will be added automatically.
6. Due to changes in the curriculum you may not be able to find the course number of some BA courses. Please consult the Faculty of Business Advisor for assistance.
7. Please submit your form for revision two terms before the term of completion to aflood1@unb.ca or mhernand@unb.ca.

CREDIT HOURS	COURSE NUMBER	COURSE TITLE	LETTER GRADE	STATUS
REQUIRED BUSINESS COURSES - 15 chs				
0	BA1216	Accounting for Managers I		Minimum grade of C is required
0	BA2217	Accounting for Managers II		Minimum grade of C is required
0	BA2303	Principles of Marketing		Minimum grade of C is required
0	BA2504	Introduction to Organizational Behaviour		Minimum grade of C is required
0	BA3425	Managerial Finance		Minimum grade of C is required
0	Total			

A MINIMUM GRADE OF C IS REQUIRED TO COUNT THESE COURSES TOWARDS THE CERTIFICATE IN BUSINESS LEVEL I

REQUIRED ECONOMICS COURSES - 6chs				
0	ECON1013	Introduction to Microeconomics		Minimum grade of C is required
0	ECON1023	Introduction to Macroeconomics		Minimum grade of C is required
0	Total			

MINIMUM GRADE OF C REQUIRED TO COUNT THESE COURSES

BUSINESS ELECTIVE - 3chs				
0	BA			Minimum grade of C is required
0	Total			

MINIMUM GRADE OF C REQUIRED TO COUNT THESE COURSES

NON-BUSINESS ELECTIVES 6chs				
0				Minimum grade of C is required
0				Minimum grade of C is required
0	Total			

MINIMUM GRADE OF C REQUIRED TO COUNT THESE COURSES

COURSES THAT DO NOT MEET THE REQUIREMENTS			

FOR OFFICE USE ONLY
TRANSCRIPT DATE:
PROGRESS:
EXPECTED TERM OF COMPLETION:

30 Total credit hours required to complete the degree
 0 Total credit hours acquired
 30 Total credit hours left to complete the degree