

Small Business Trades Management

Certificate

Program Tracking Sheet

Student Name: _____

Student #: _____

Use this sheet to help you keep track of your progression through the program.

Required Course	Prerequisite	Complete
BTMN1000 Trades Business Planning	None	
BTMN1001 Marketing a Trades Business	None	
BTMN1002 Financial Processes in the Trades	None	
BTMN1003 Emerging Trends and Innovation in Trades	None	
BTMN1004 Ethical and Legal Issues in the Trades	None	
BTMN1005 Operating a Trades Business	None	

If you are viewing this document electronically, clicking on the course titles will direct you to the course listings on the Part-time Studies website where you can view course descriptions, fees, and availability.

To graduate from this program, a student must attain a minimum of 50% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester. The passing weighted average for promotion through each semester and to graduate is 60%.