

## **Durham Campus**

# **Business Administration Post-Graduate Certificate**

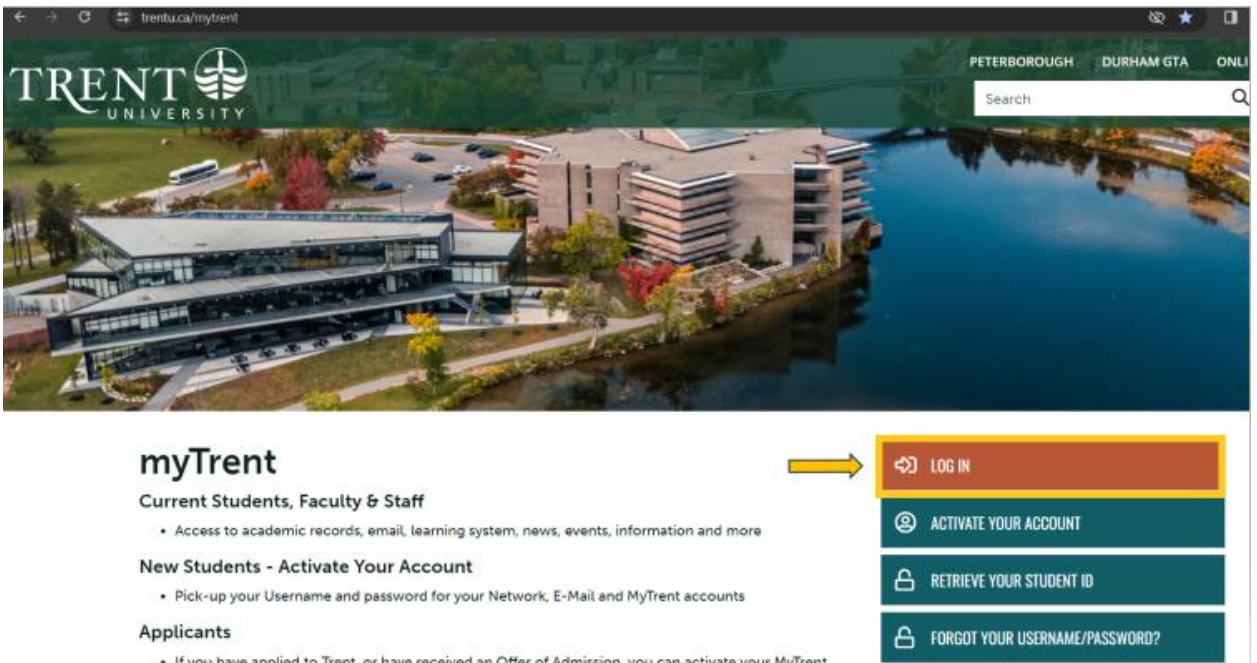
**Registration Guide  
Fall Term 1 & Winter Term 2  
September 2024 Entry**

**Registration Steps**

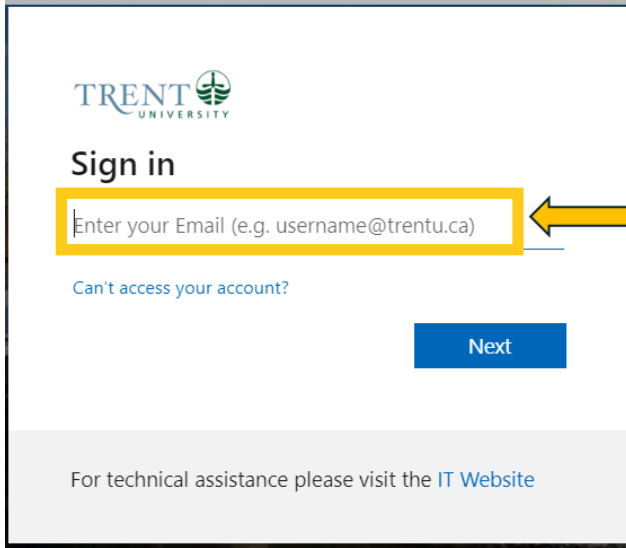
1. In the search bar, type <https://www.trentu.ca/mytrent/>



2. To the right of the screen > click **Log In**



3. Enter your **Trent email address** (<username>@trentu.ca)



TRENT UNIVERSITY

### Sign in

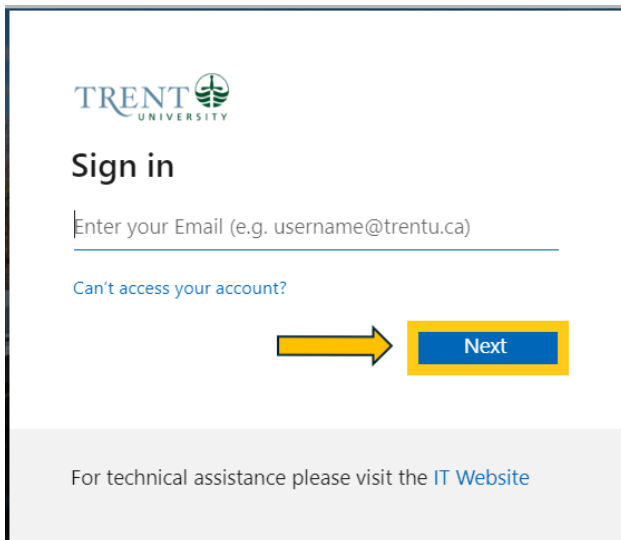
Enter your Email (e.g. username@trentu.ca)

[Can't access your account?](#)

Next

For technical assistance please visit the [IT Website](#)

4. Click **Next**



TRENT UNIVERSITY

### Sign in

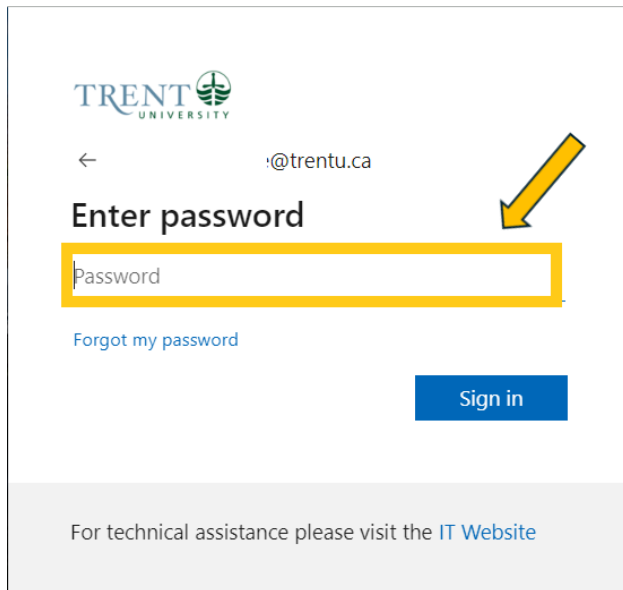
Enter your Email (e.g. username@trentu.ca)

[Can't access your account?](#)

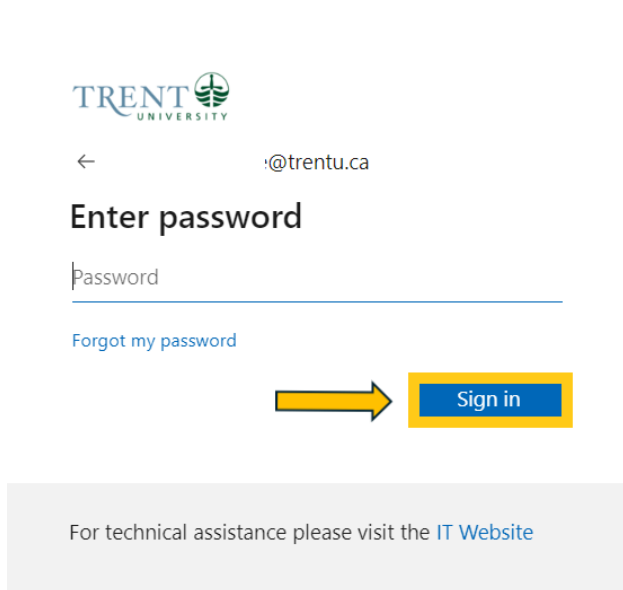
Next

For technical assistance please visit the [IT Website](#)

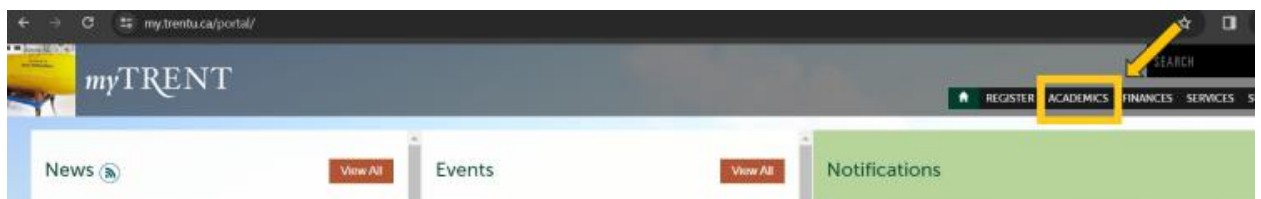
5. Enter your **password**



6. Click **Sign in**

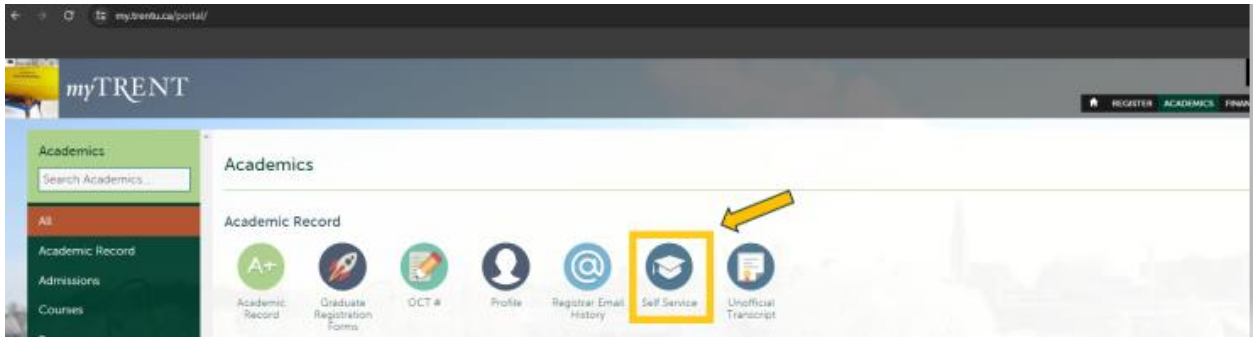


7. At the top right corner of myTrent portal, click **Academics** tabs

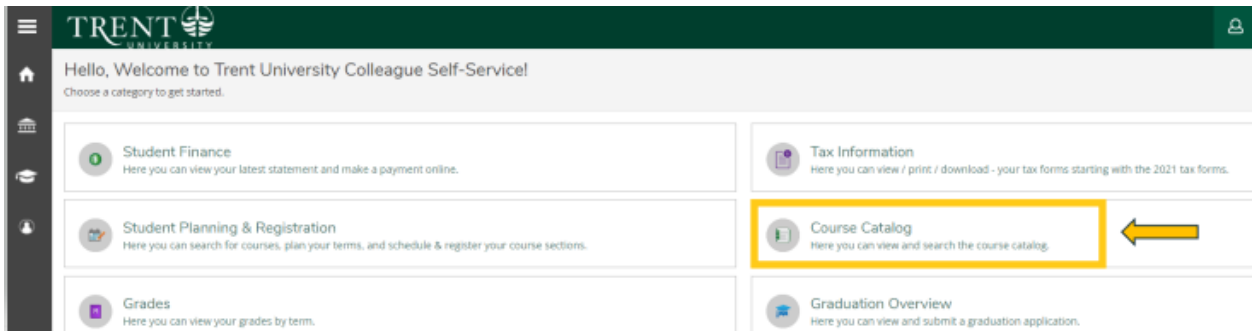


8. Within the Academics Tab, under the Academic Record header > click **Self Service** (blue image of graduation cap)

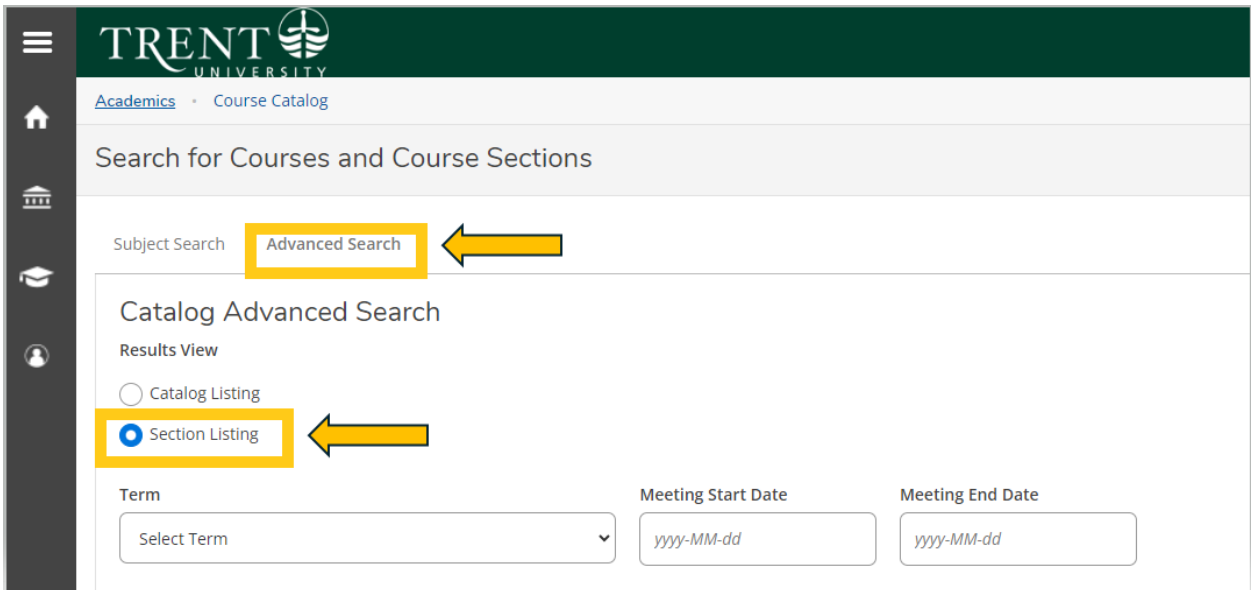
**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



9. Once redirected to Self Service, click on **Course Catalog**



10. Using the Advanced Search Tab, under Results View, select **Section Listing**



11. Under Term, select **2024 UG Fall Term** from the drop-down menu

The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it. The 'Courses And Sections' dropdown menu is set to 'Subject'.

12. Under Courses And Sections, select **Business Administration** from the drop-down menu

The screenshot shows the 'Catalog Advanced Search' interface. Under 'Results View', 'Section Listing' is selected. The 'Term' dropdown menu is set to '2024 UG Fall Term'. The 'Courses And Sections' dropdown menu is highlighted with a yellow box and a yellow arrow pointing to it, and it is set to 'Business Administration'.

13. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration

Subject

Subject

+ Add More...

Location: Durham Greater Toronto Area

14. Click **Search**

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

Clear Search

15. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 1 fall ADMN** courses:

- **ADMN 1221H: Financial Accounting**
  - **ADMN-1221H-B-F01 or ADMN-1221H-C-F01**
- **ADMN 2100H: Introduction to Marketing**

## Business Administration PGC

### Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

- **ADMN-2100H-B-F01 or ADMN-2100H-C-F01**
- **ADMN 2220H: Organizational Behaviour**
  - **ADMN-2220H-B-F01 or ADMN-2220H-C-F01**
- **ADMN 2010H: Introduction to Management Skills**
  - **ADMN-2010H-B-F01 or ADMN-2010H-C-F01**

The screenshot shows the Trent University Course Catalog search interface. The search results are filtered for 'Durham Greater Toronto Area' and '2024 UG Fall Term'. Two results are shown for 'Contemp. Issues Management' (ADMN-1000H-A-F01 and ADMN-1000H-A-F02). Each result has an 'Add' button.

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F01</a>	Contemp. Issues Management		2024-05
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1000H-A-F02</a>	Contemp. Issues Management		2024-05

16. Locate **ADMN-1221H-B-F01 or ADMN-1221H-C-F01** > click **Add**

The screenshot shows search results for 'Financial Accounting' courses. Two results are shown: ADMN-1221H-B-F01 and ADMN-1221H-C-F01. Both results have an 'Add' button highlighted with a yellow box and an arrow pointing to it. The word 'OR' is placed between the two results.

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-B-F01</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area
			OR				
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-C-F01</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater Toronto Area

17. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-1221H-B-F01 Financial Accounting**  
 2024 UG Fall Term

---

**Instructors** TBD

**Meeting Information** F 8:30 AM - 11:20 AM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area,  
 (Lecture)

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** An introduction to the theoretical framework of accrual accounting and the Generally Accepted Accounting Principles.

Close ➔ Add Section

18. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #d3d3d3; border-radius: 10px; padding: 5px 15px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-B-F01</a>	Financial Accounting	✔ Planned	2024-09-05-2024-12-31	Durham Greater T
<span style="background-color: #007bff; color: white; border-radius: 10px; padding: 5px 15px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-1221H-C-F01</a>	Financial Accounting		2024-09-05-2024-12-31	Durham Greater T

19. Locate next ADMN course, **ADMN-2100H-B-F01** or **ADMN-2100H-C-F01**> click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Open	<a href="#">ADMN-2100H-B-F01</a>	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater T
OR							
Add	2024 UG Fall Term	Open	<a href="#">ADMN-2100H-C-F01</a>	Introduction to Marketing		2024-09-05-2024-12-31	Durham Greater T

20. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-2100H-B-F01 Introduction to Marketing**  
2024 UG Fall Term

---

**Instructors** TBD

**Meeting Information** M 12:00 PM - 2:50 PM  
2024-09-05 - 2024-12-04  
Durham Greater Toronto Area (Lecture)

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

⚠ 1.0 ADMN credit; or 0.5 credits ADMN and MDST - Must be completed prior to taking this course.

Close ➔ Add Section

21. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>							
<span style="background-color: #6c757d; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2100H-B-F01</a>	Introduction to Marketing	<span style="background-color: #ffc107; padding: 5px 10px; border: 2px solid #ffc107;">✓ Planned</span>	2024-09-05-2024-12-31	Durhar

22. Locate next ADMN course, **ADMN-2220H-B-F01** or **ADMN-2220H-C-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>							
<span style="background-color: #007bff; color: white; padding: 5px 10px; border: 2px solid #ffc107;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-B-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater
OR							
<span style="background-color: #007bff; color: white; padding: 5px 10px; border: 2px solid #ffc107;">Add</span>	2024 UG Fall Term	Open	<a href="#">ADMN-2220H-C-F01</a>	Organizational Behaviour		2024-09-05-2024-12-31	Durham Greater

23. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-2220H-B-F01**  
**Organizational Behaviour**  
 2024 UG Fall Term

---

**Instructors** TBD


**Meeting Information** W 6:30 PM - 9:20 PM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area (Lecture)


**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ


**Credits** 0.5

**Grading** Graded

**Requisites**  1.0 ADMN credit - Must be completed prior to taking this course

Close  **Add Section**

24. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2024 UG Fall Term	Open	<b>ADMN-2220H-B-F01</b>	Organizational Behaviour	 <b>Planned</b>	2024-09-05-2024-12-31	Durham Gr
<b>Add</b>	2024 UG Fall Term	Open	ADMN-2220H-C-F01	Organizational Behaviour		2024-09-05-2024-12-31	Durham Gr

25. Locate next ADMN course, **ADMN-2010H-B-F01** or **ADMN-2010H-C-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2024 UG Fall Term	Open	<b>ADMN-2010H-B-F01</b>	Management Skills		2024-09-05-2024-12-31	Durham Greater
OR							
<b>Add</b>	2024 UG Fall Term	Open	<b>ADMN-2010H-C-F01</b>	Management Skills		2024-09-05-2024-12-31	Durham Greater

26. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-2010H-B-F01 Management Skills**  
 2024 UG Fall Term

---

**Instructors** TBD

**Meeting Information** W 3:30 PM - 6:20 PM  
 2024-09-05 - 2024-12-04  
 Durham Greater Toronto Area, (Lecture)

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

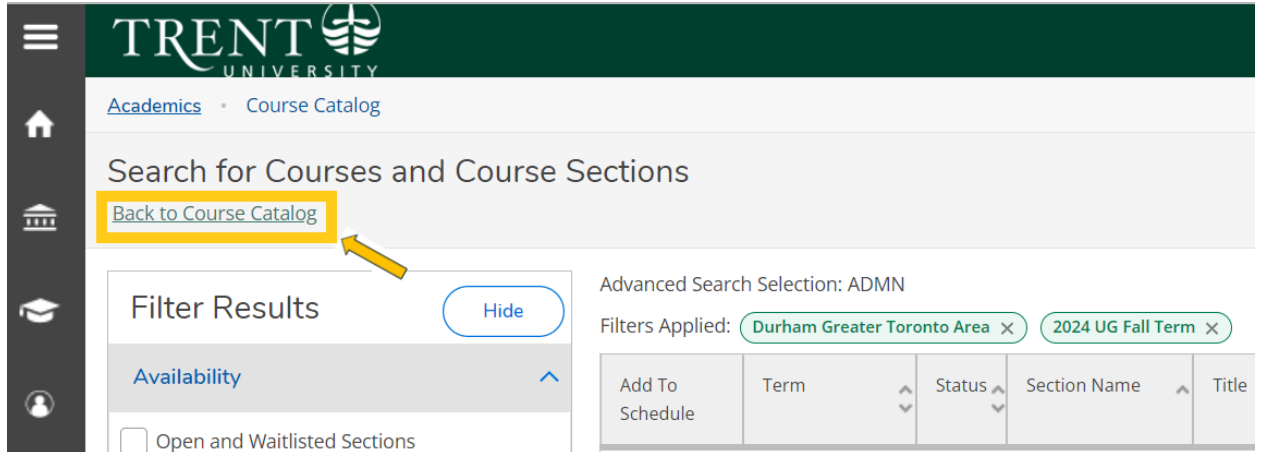
⚠ Complete 2.0 credits and have a minimum cumulative average of 60% - Must be completed prior to taking

Close ➔ Add Section

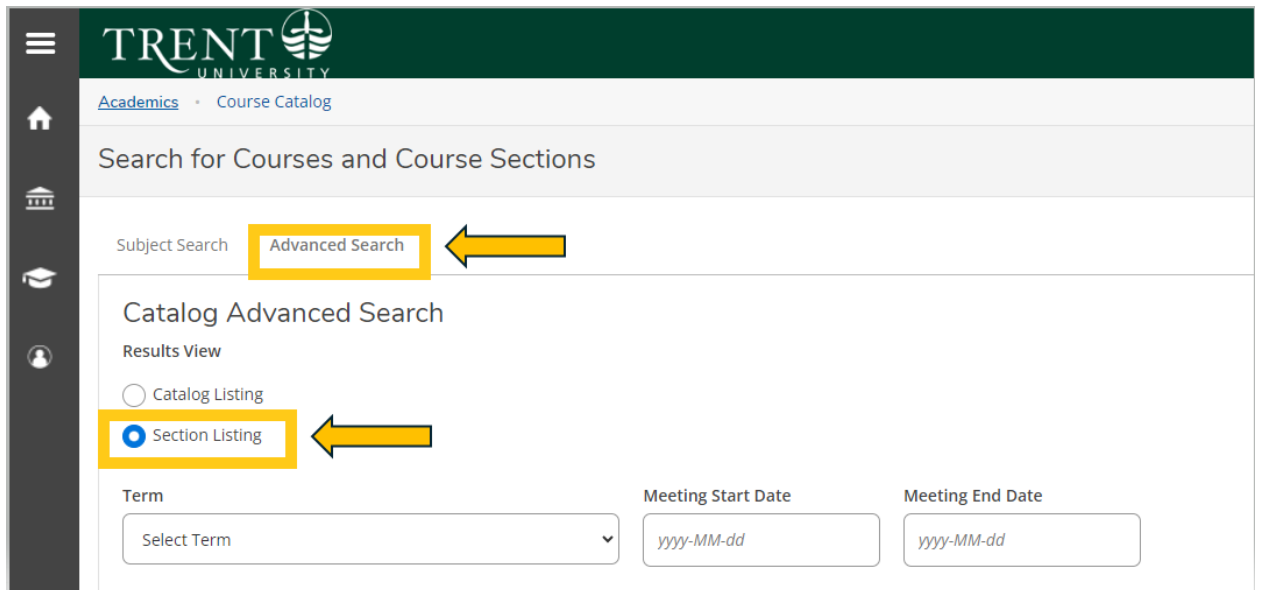
27. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
Add	2024 UG Fall Term	Open	ADMN-2010H-B-F01	Management Skills	<span style="background-color: #ffc107; padding: 5px;">✓</span> <span style="background-color: #6c757d; color: white; padding: 5px;">Planned</span>	2024-09-05-2024-12-31	Durham Greater To
Add	2024 UG Fall Term	Open	ADMN-2010H-C-F01	Management Skills		2024-09-05-2024-12-31	Durham Greater To

28. Once you have added the required ADMN fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page



29. You will now need to locate the required ECON fall course. Using the Advanced Search Tab, under Results View, select **Section Listing**



30. Under Term, select **2024 UG Fall Term** from the drop-down menu

The screenshot shows the 'Catalog Advanced Search' interface. Under the 'Results View' section, 'Section Listing' is selected. In the 'Term' dropdown menu, '2024 UG Fall Term' is selected. A yellow box highlights the dropdown menu, and a yellow arrow points to it from above. To the right are input fields for 'Meeting Start Date' and 'Meeting End Date', both with placeholder text 'yyyy-MM-dd'. Below these are 'Courses And Sections' dropdowns: 'Subject' (with a dropdown arrow), 'Course number (eg 2001H)', and 'Section'.

31. Under Courses And Sections, select **Economics** from the drop-down menu

This screenshot is similar to the previous one, but the 'Subject' dropdown menu is now highlighted with a yellow box and a yellow arrow points to it from above. The dropdown menu is open, and 'Economics' is selected. The 'Term' dropdown menu now shows '2024 UG Fall Term' without a dropdown arrow. The 'Meeting Start Date' and 'Meeting End Date' fields remain. The 'Course number (eg 2)' and 'Section' fields are also visible.

32. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

## Business Administration PGC

### Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Subject: Economics

Course number (eg 2):

Section:

Subject:

Course number (eg 2):

Section:

Subject:

Course number (eg 2):

Section:

+ Add More...

Location: Durham Greater Toronto Area

33. Click **Search**

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

Clear Search

34. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2024 UG Term 1 fall Economics** course. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 1 ECON** course:

- **ECON 2200H: Introduction to Statistics**
  - **ECON-2200H-A-F01**

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Search for Courses and Course Sections

Back to Course Catalog

Filter Results Hide

Availability

Open and Waitlisted Sections

Open Sections Only

Subjects

Economics (6)

Locations

Durham Greater Toronto Area (6)

Terms

Advanced Search Selection: ECON

Filters Applied: Durham Greater Toronto Area 2024 UG Fall Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-A-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-B-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-2000H-A-F01</a>	Inter Microeconomic Theory I		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-2200H-A-F01</a>	Intro to Stats for Econ & Mgmt		2024-09-05-2024-12-31	Durham Greater Toronto Area

35. Locate **ECON-2200H-A-F01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-A-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-B-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-2000H-A-F01</a>	Inter Microeconomic Theory I		2024-09-05-2024-12-31	Durham Greater Toronto Area
<a href="#">Add</a>	2024 UG Fall Term	Open	<a href="#">ECON-2200H-A-F01</a>	Intro to Stats for Econ & Mgmt		2024-09-05-2024-12-31	Durham Greater Toronto Area

36. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ECON-2200H-A-F01 Intro to Stats for Econ & Mgmt**  
2024 UG Fall Term

---

**Instructors** TBD

**Meeting Information** T 6:30 PM - 9:20 PM  
2024-09-05 - 2024-12-04  
Durham Greater Toronto Area.

**Dates** 2024-09-05 - 2024-12-31

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites**

⚠ Complete ECON-1010H with a grade of 50% or higher. - Must be completed prior to taking this course.

⚠ Complete ECON-1020H with a grade of 50% or higher. - Must be completed prior to taking this course.

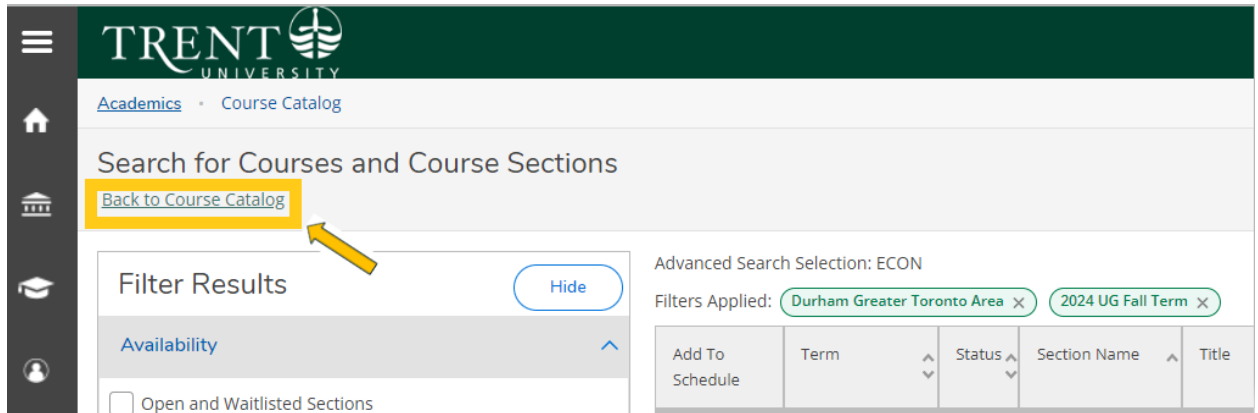
**Course Description** Introduces statistical methods in an applied setting with an emphasis on the development of theory through interactive learning. The material covered includes descriptive statistics, data analysis, inference, and estimation techniques. Prerequisite: ECON 1010H and 1020H.

Close ➔ Add Section

37. The course will then show as 'Planned', registration is not complete

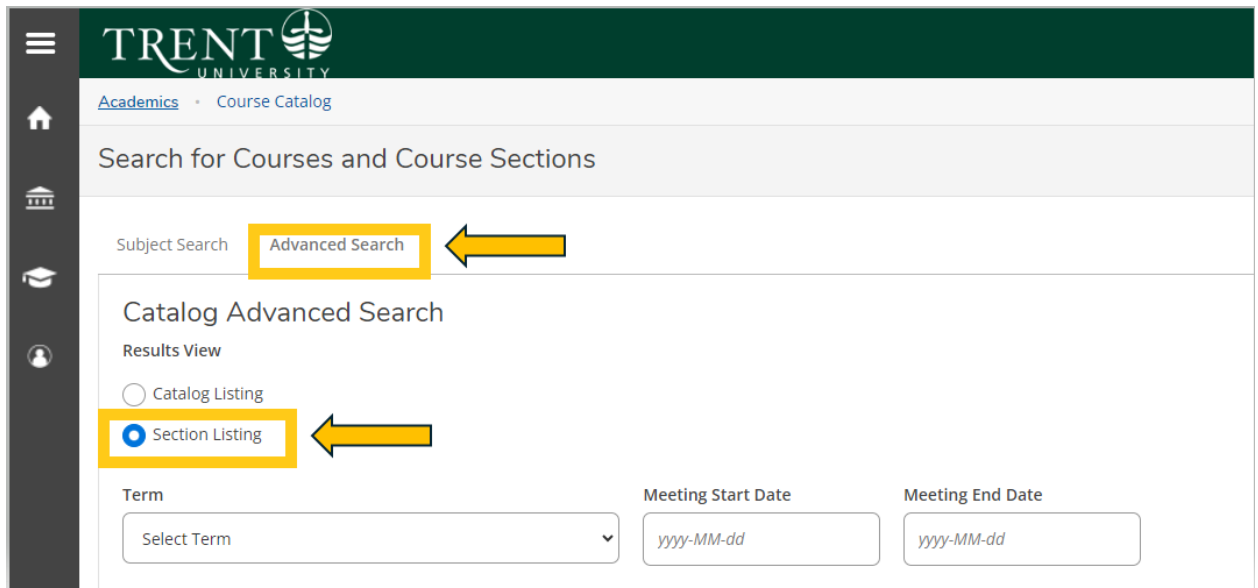
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-A-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ECON-1010H-B-F01</a>	Introductory Microeconomics		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 4px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ECON-2000H-A-F01</a>	Inter Microeconomic Theory I		2024-09-05-2024-12-31	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 4px;">Add</span>	2024 UG Fall Term	Open	<a href="#">ECON-2200H-A-F01</a>	Intro to Stats for Econ & Mgmt	<span style="background-color: #ffc107; padding: 5px 10px; border-radius: 4px;">✓ Planned</span>	2024-09-05-2024-12-31	Durham Greater Toronto Area

38. Once you have added the required fall courses > Click **Back to Course Catalog** in the top left-hand corner of the page

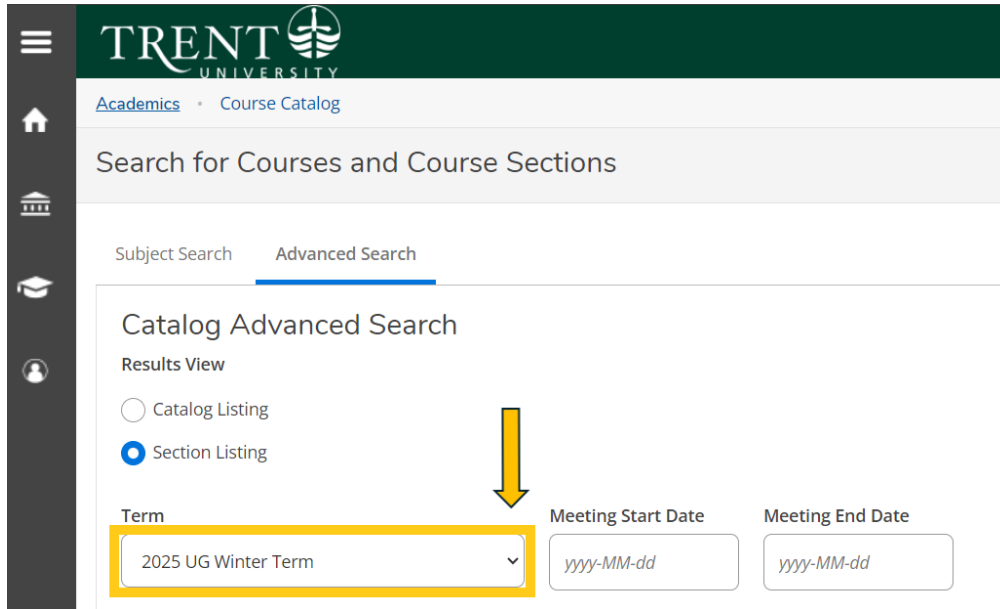


39. Next, you will need to **add your Term 2 winter courses.**

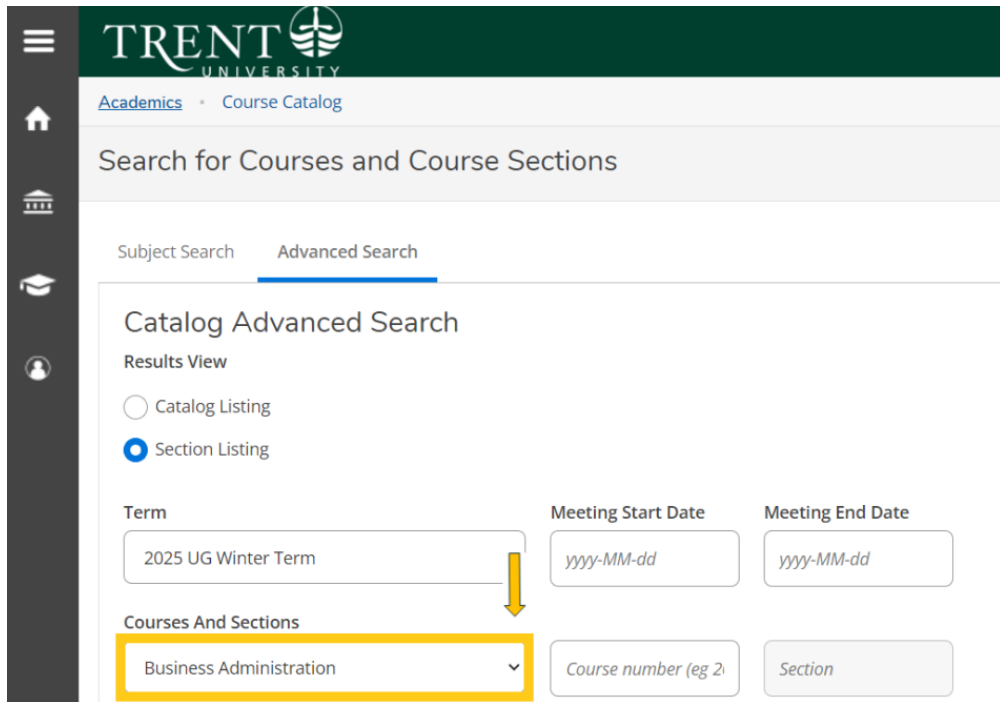
You will now need to locate the required ADMN winter courses. Using the Advanced Search Tab, under Results View, select **Section Listing**



40. Under Term, select **2025 UG Winter Term** from the drop-down menu



41. Under Courses And Sections, select **Business Administration** from the drop-down menu



42. Under Location, select **Durham Greater Toronto Area** from the drop-down menu

Catalog Advanced Search

Results View

Catalog Listing

Section Listing

Term: 2024 UG Fall Term

Meeting Start Date: yyyy-MM-dd

Meeting End Date: yyyy-MM-dd

Courses And Sections

Business Administration

Subject

Subject

+ Add More...

Location: Durham Greater Toronto Area

43. Click **Search**

Location: Durham Greater Toronto Area

Academic Level: Select Academic Level

Time Starts by: hh:mm AM/PM

Time Ends by: hh:mm AM/PM

Clear Search

44. You will be directed to the course listing page. You will need to scroll through this page to locate the required **2025 UG Term 2 winter Business Administration** courses. The courses will appear in numerical order. On this step you are planning your courses.

Required **Term 2 winter** courses:

- **ADMN 3021H: Fundamentals of Managerial Accounting**
  - **ADMN-3021H-B-W01 or ADMN-3021H-C-W01**
- **ADMN 3200H: Financial Management**

## Business Administration PGC

### Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

- ADMN-3200H-A-W01
- ADMN 3250H: Legal Environment of Business
  - ADMN-3250H-A-W01
- ADMN 3550H: Operations Management
  - ADMN-3550H-A-W01
- ADMN 2410H: Communications in Organizations
  - ADMN-2410-A-W01 or ADMN-2410H-B-W01

Advanced Search Selection: ADMN  
Filters Applied: Durham Greater Toronto Area 2025 UG Winter Term

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-1000H-A-W01	Contemp. Issues Management		2025-01-06-2025-04-30	Durham Greater Toronto
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-1000H-A-W02	Contemp. Issues Management		2025-01-06-2025-04-30	Durham Greater Toronto
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-1000H-A-W03	Contemp. Issues Management		2025-01-06-2025-04-30	Durham Greater Toronto

45. Locate **ADMN-3021H-B-W01** or **ADMN-3021H-C-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3021H-A-W01	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3021H-B-W01	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
OR							
<a href="#">Add</a>	2025 UG Winter Term	Open	ADMN-3021H-C-W01	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area

46. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-3021H-B-W01**  
**Fund Managerial Accounting**  
 2025 UG Winter Term

---

**Instructors** TBD

**Meeting Information** F 8:30 AM - 11:20 AM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** None

**Course Description** An introduction to the basic concepts and procedures used in the collection and manipulation of accounting data for ongoing management decision-making. Topics include manufacturing accounting, cost accounting and variance analysis, cost allocation, cost-volume-profit analysis, and an introduction to budgeting. Prerequisite: ADMN 1221H (or 2021H).

**Additional Information** This course is for postgraduate students only. One Three-hour lecture weekly.

**Books** [Bookstore Information](#)

Close ➔ Add Section

47. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-A-W01</a>	Fund Managerial Accounting		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #ccc; color: #ccc; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3021H-B-W01</a>	Fund Managerial Accounting	<span style="background-color: #ffc107; color: white; padding: 2px 5px; border-radius: 5px;">✓</span> Planned	2025-01-06-2025-04-30	Durham Greater Toronto Area

48. Locate **ADMN-3200H-A-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3200H-B-W01</a>	Introduction Retail Marketing		2025-01-06-2025-04-30	Durham Greater Toronto Area
<span style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Add</span>	2025 UG Winter Term	Open	<a href="#">ADMN-3200H-A-W01</a>	Financial Management		2025-01-06-2025-04-30	Durham Greater Toronto Area

49. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-3200H-A-W01**  
**Financial Management**  
 2025 UG Winter Term

**Instructors** Davis, D

**Meeting Information** W 3:30 PM - 6:20 PM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area.

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ


**Credits** 0.5

**Grading** Graded

**Requisites**

- ADMN 1221H (or 2021H) - Must be completed prior to taking this course.
- ADMN-ECON 2200H or MATH 2560H - Must be completed prior to taking this course.

**Course Description** Introduces fundamentals of financial management. Students learn the valuation of future cash flows, stocks, and bonds. They also learn capital budgeting and capital investment decisions based on net present value, and risk-return trade-offs. Prerequisite: ADMN 1221H (or 2021H) and one of ADMN-ECON 2200H or MATH 2560H.

Close  **Add Section**

50. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2025 UG Winter Term	Open	ADMN-3170H-C-W01	Introduction Retail Marketing		2025-01-06-2025-04-30	Durham Greater Toronto Area
<b>Add</b>	2025 UG Winter Term	Open	<b>ADMN-3200H-A-W01</b>	Financial Management	<b>Planned</b>	2025-01-06-2025-04-30	Durham Greater Toronto Area

51. Locate **ADMN-3250H-A-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2025 UG Winter Term	Open	<b>ADMN-3250H-A-W01</b>	Legal Environ. of Business		2025-01-06-2025-04-30	Durham Greater Toronto Area

52. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

**Section Details**

**ADMN-3250H-A-W01**  
**Legal Environ. of Business**  
 2025 UG Winter Term

**Instructors** TBD

**Meeting Information** T 3:30 PM - 6:20 PM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ

**Credits** 0.5

**Grading** Graded

**Requisites** ⚠️ 3.0 ADMN credits - Must be completed prior to taking this course.

**Course Description** Addresses the legal limits in which business operates and the laws with which business decisions must comply. It utilizes actual case decisions and engages in examination of public and private law, contemporary issues in terms of human rights, the Charter, administrative law, and employment issues in relation to the operation of a business. Prerequisite: 3.0 ADMN credits.

**Additional Information** One 3-hour lecture weekly

**Books** [Bookstore Information](#)

Close **Add Section**

53. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<b>ADMN-3250H-A-W01</b>	Legal Environ. of Business		2025-01-06-2025-04-30	Durham Greater Toronto Area

54. Locate **ADMN-3550H-A-W01** > click **Add**

	2025 UG Winter Term	Open	<b>ADMN-3550H-A-W01</b>	Operations Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
--	---------------------	------	-------------------------	-----------------------	--	-----------------------	-----------------------------

55. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)



**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

Section Details

**ADMN-3550H-A-W01**  
**Operations Management**  
 2025 UG Winter Term

**Instructors** TBD

**Meeting Information** M 6:30 PM - 9:20 PM  
 2025-01-06 - 2025-04-04  
 Durham Greater Toronto Area

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ


**Credits** 0.5

**Grading** Graded


**Requisites**


- ⚠ ADMN 1221H (or 2021H) - Must be completed prior to taking this course.
- ⚠ ADMN 2510H - Must be completed prior to taking this course.
- ⚠ ADMN-ECON 2200H - Must be completed prior to taking this course.

**Course Description** Concerned with the way organizations transform inputs into outputs, taking a systems approach to organizations. Students learn to recognize and analyze

Close  **Add Section**

56. The course will then show as 'Planned', registration is not complete

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>	2025 UG Winter Term	Open	<b>ADMN-3550H-A-W01</b>	Operations Management	 <b>Planned</b>	2025-01-06-2025-04-30	Durham Greater Toronto Area



57. Locate **ADMN-2410H-A-W01** or **ADMN-2410H-B-W01** > click **Add**

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
<b>Add</b>							
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">ADMN-2230H-A-W01</a>	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">ADMN-2230H-B-W01</a>	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<b>Add</b>	2025 UG Winter Term	Open	<a href="#">ADMN-2230H-C-W01</a>	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
<b>Add</b>	2025 UG Winter Term	Open	<b>ADMN-2410H-A-W01</b>	Communication in Organizations		2025-01-06-2025-04-30	Durham Greater Toronto Area
<b>Add</b>	2025 UG Winter Term	Open	<b>ADMN-2410H-B-W01</b>	Communication in Organizations		2025-01-06-2025-04-30	Durham Greater Toronto Area

OR

## Business Administration PGC

### Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start

58. A pop-up menu will appear with additional course information, click **Add Section** (bottom right of screen)

Section Details

**ADMN-2410H-A-W01**  
Communication in Organizations  
2025 UG Winter Term

---

**Instructors** TBD

**Meeting Information** M 3:30 PM - 6:20 PM  
2025-01-06 - 2025-04-04  
Durham Greater Toronto Area

**Dates** 2025-01-06 - 2025-04-30

**Seats Available** ⓘ

**Credits** 0.5


**Grading** Graded

**Requisites** None





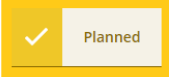
**Course Description** 2.0 university credits including ADMN 1000H. Excludes ADMN 3410H, WRIT 2003H.

**Additional Information** This course is for postgraduate students only. One 3-hour lecture weekly.

**Books** [Bookstore Information](#)

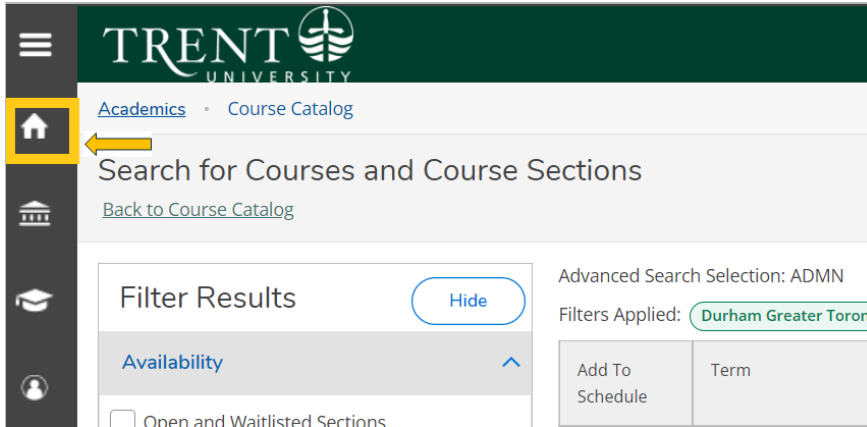
Close  **Add Section**

59. The course will then show as 'Planned', registration is not complete

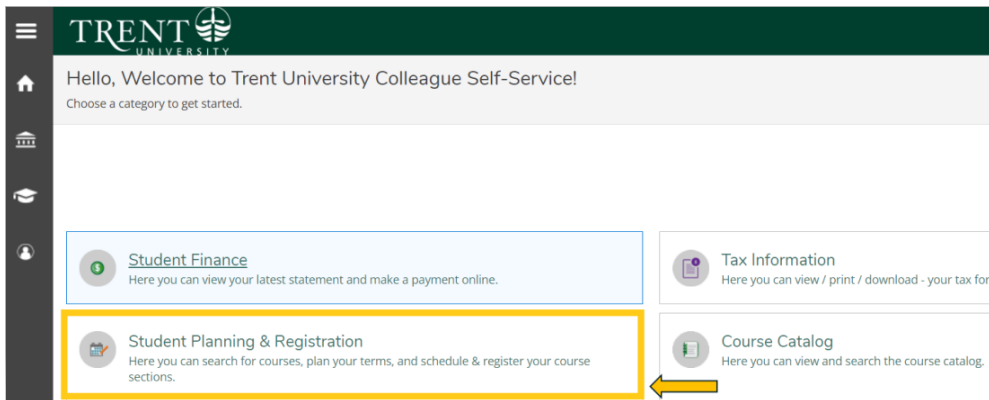
Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location
	2025 UG Winter Term	Open	<a href="#">ADMN-2230H-A-W01</a>	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-2230H-B-W01</a>	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-2230H-C-W01</a>	Human Resource Management		2025-01-06-2025-04-30	Durham Greater Toronto Area
	2025 UG Winter Term	Open	<a href="#">ADMN-2410H-A-W01</a>	Communication in Organizations		2025-01-06-2025-04-30	Durham Greater Toronto Area

60. Once you have added the required Term 2 winter courses to your plan > go to left navigation pane > click on the **Home button**. This step will ensure you register for your courses.

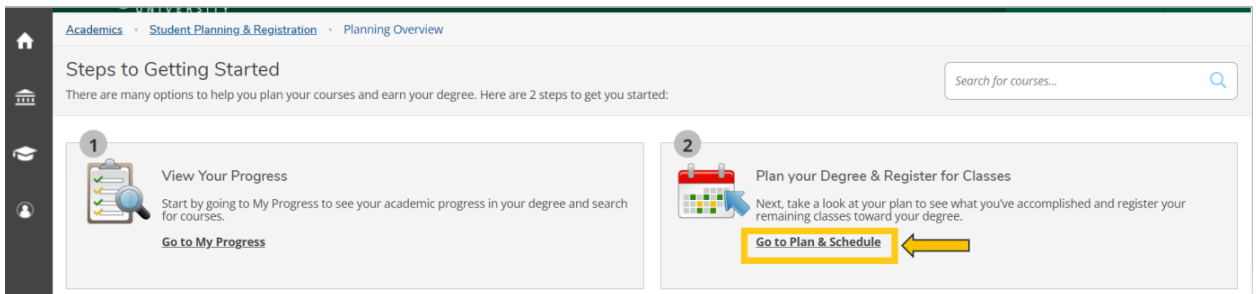
**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**



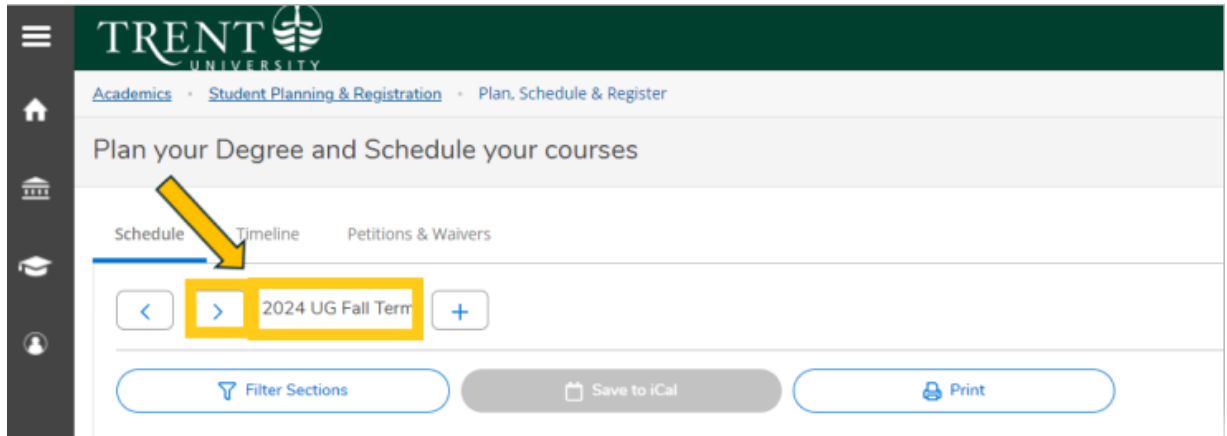
61. Click on **'Student Planning & Registration'**. This is where you will register for your courses.



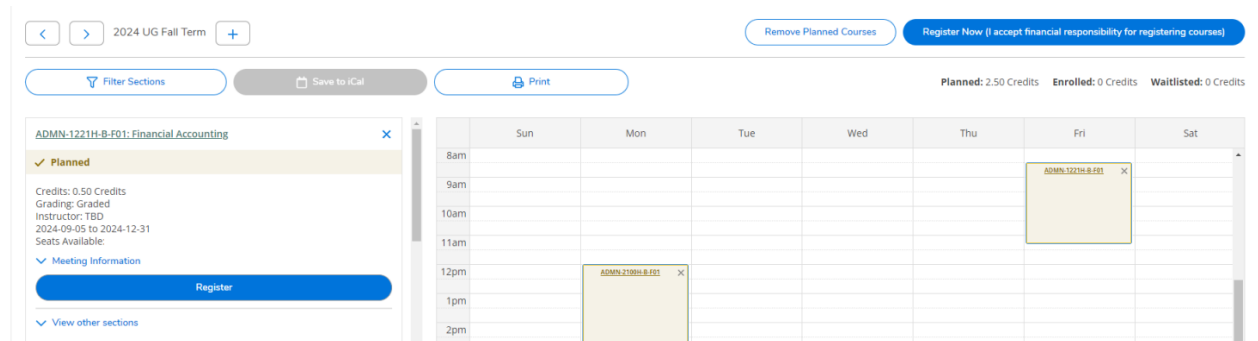
62. Click on **"Go Plan & Schedule"**



63. Click the **right arrow** to locate the term: **2024 UG Fall Term**



64. You will see all the **fall** (term 1) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

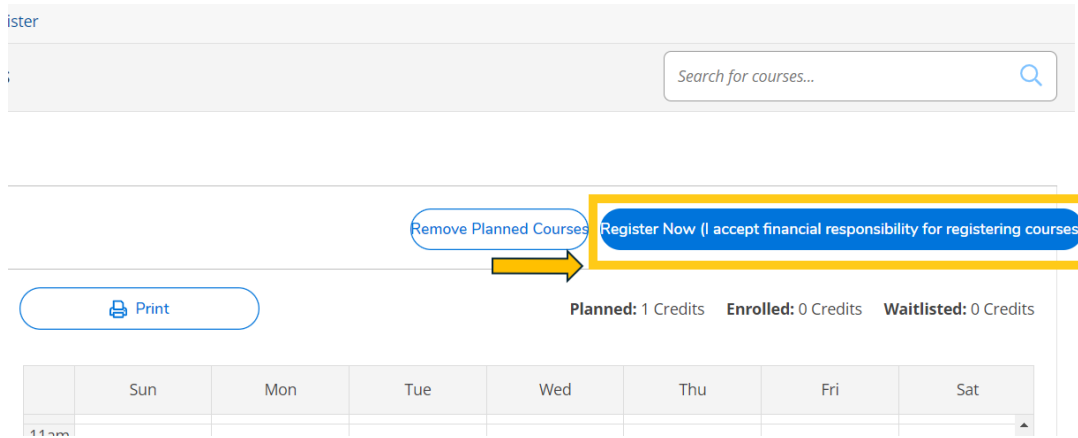


65. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the fall courses (term 1).

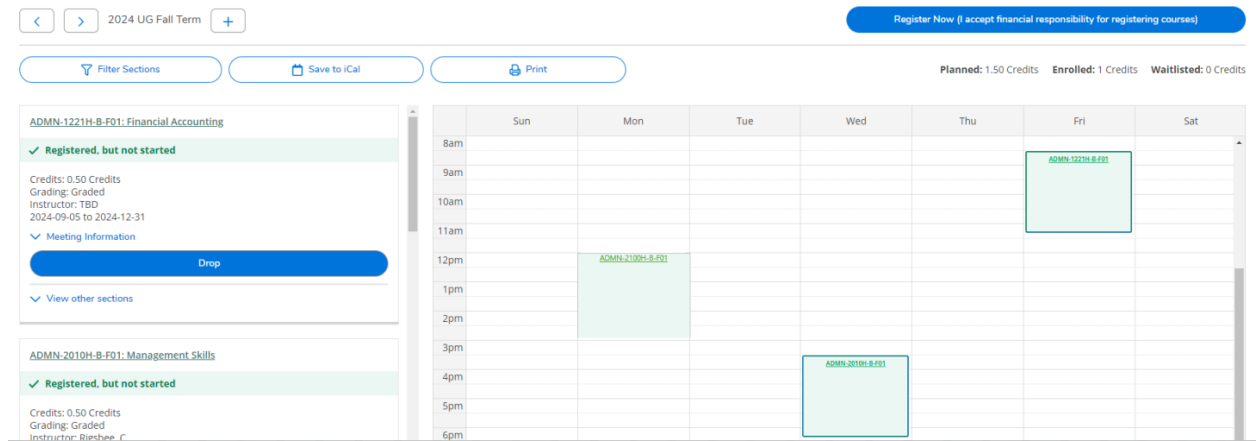
If you receive an error regarding pre-requisites, please email [durcerts@trentu.ca](mailto:durcerts@trentu.ca)

If you receive an error that your offer has not yet been accepted, please email [admissions@trentu.ca](mailto:admissions@trentu.ca)

**Business Administration PGC**  
**Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

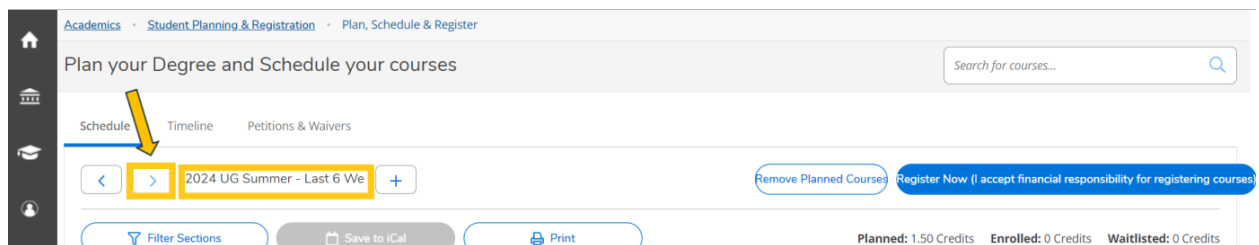


66. Your **courses** will turn **green** once you have **successfully registered** in the **fall** courses (term 1).



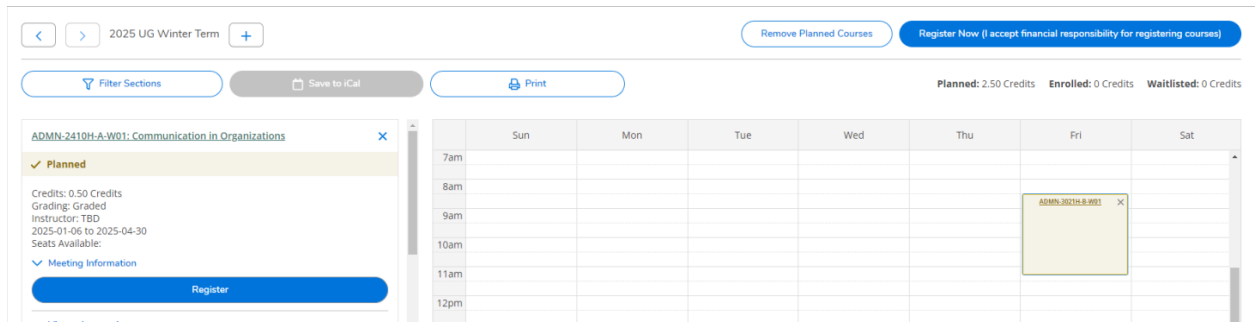
67. Next you will register for your winter courses (term 2).

Click the **right arrow** to locate the term: **2025 UG winter term**



68. You will see all the **winter** (term 2) planned courses in yellow/brown. Courses in yellow/brown are planned and not registered.

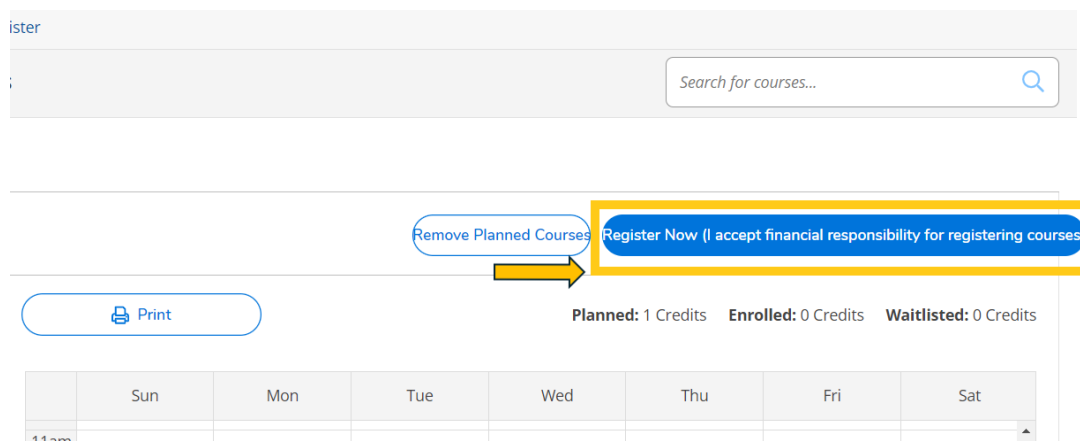
# Business Administration PGC Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start



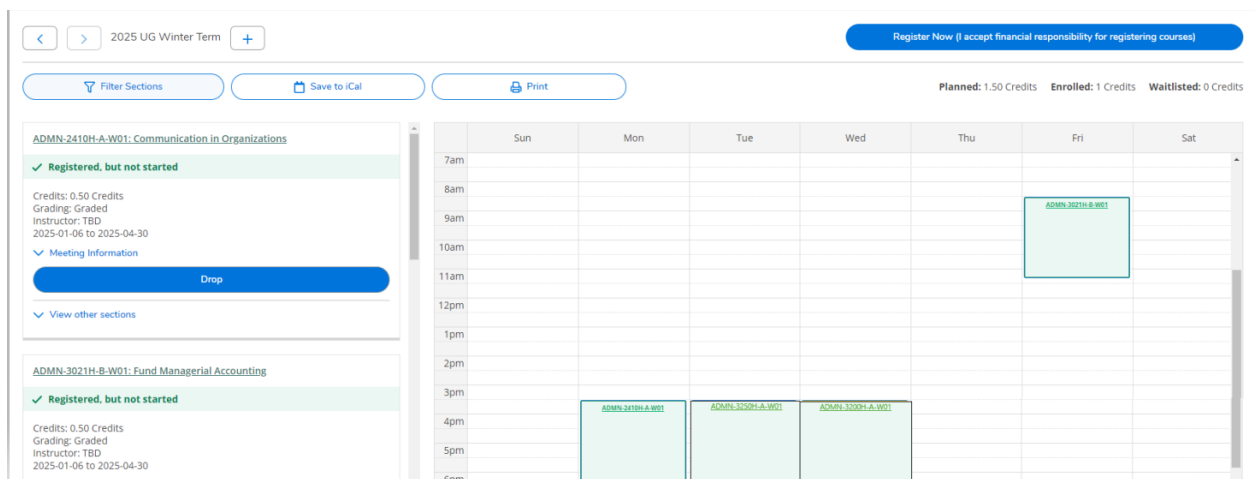
69. Click the blue **'Register Now (I accept financial responsibility for registering courses)'** button in the top right corner to register in the winter courses (term 2).

If you receive an error regarding pre-requisites, please email [durcerts@trentu.ca](mailto:durcerts@trentu.ca)

If you receive an error that your offer has not yet been accepted, please email [admissions@trentu.ca](mailto:admissions@trentu.ca)



70. Your **courses** will turn **green** once you have **successfully registered** in the **winter** courses.



## **Business Administration PGC**

### **Durham Campus | Registration Guide | Fall Term 1 & Winter Term 2: September 2024 Start**

71. Congratulations, you are now registered for your fall & winter term courses for the **Durham Business Administration Post-Graduate Certificate!**

**Reminder:** The last day to change/add courses for the fall term is September 19, 2024. After this date, no changes can be made.