

Business Administration: Diploma

Faculty of Business	kwantlen.ca/business
Implementation Date	01-Sep-2011
Start Date(s)	September January May
Admission Type	Open admission
Enrolment Type	Open enrolment
Program Type	Undergraduate
Credential Granted	Diploma
Offered At	Langley Richmond Surrey
Format	Full-time Part-time
How to Apply	www.kwantlen.ca/admission

DESCRIPTION

The two year diploma in Business Administration will prepare you for an entry level management position. Courses provide basic business skills, a solid grounding in economics, and a foundation in calculus appropriate for advanced studies in economics and operations research. It offers a business diploma with a solid exposure to the liberal arts.

Completion of this diploma (with a minimum grade point average of 2.7 and a minimum grade of C+ in Accounting and Statistics) prepares students for third year admission to the Bachelor of Business Administration (BBA) degrees in Entrepreneurial Leadership, Human Resources Management, and Marketing Management.

The diploma also prepares students for the third year of the Business Administration program at Simon Fraser University (SFU). It should be noted that the completion of a Kwantlen diploma does not guarantee admission to SFU. Admission requirements are set and administered by SFU. As university GPA and admission requirements are reviewed annually, students are advised to stay current by consultation with SFU advisors.

PROGRAM ADMISSION REQUIREMENTS

General university admission requirements apply to this program including the undergraduate-level English Proficiency Requirement.

Please note: University level English and Math courses are a requirement of this program. Students wishing to complete the program without having to undertake any preparatory courses in these subjects will need English 12 with a minimum grade of B (or the equivalent prerequisite for direct entry into ENGL 1100) and Principles of Math 12 with a minimum grade of C+ (or equivalent prerequisite for direct entry into Math 1140).

Please make an appointment with an Educational Advisor to plan your course selections accordingly.

PROGRAM REQUIREMENTS

Required Courses

The diploma requires the following courses:

All of Group A or all of Group B:

Group A

ACCT 1110 Introductory Financial Accounting I 3 credits

ACCT 1210 Introductory Financial Accounting II 3 credits

Group B

ACCT 2293 Accelerated Introductory Financial Accounting 3 credits

All of Group C:

Group C

ACCT 3320 Introductory Management Accounting 3 credits

BUSI 1215 Organizational Behaviour 3 credits

CBSY 2205 Management Information Systems 3 credits

ECON 1150 Principles of Microeconomics 3 credits

ECON 1250 Principles of Macroeconomics 3 credits

ECON 2350 Intermediate Microeconomics 3 credits

ENGL 1100 Introduction to University Writing 3 credits

MATH 1140 Calculus I (Business Applications)* 3 credits

MATH 2341 Introduction to Statistics for Business 4 credits

One of Group D:

Group D

ECON 2208 History of Economic Thought 3 credits

ECON 2210 Money and Banking 3 credits

ECON 2260 Environmental Economics 3 credits

ECON 2280 Labour Economics 3 credits

ECON 2255 Globalization in an Economic Framework 3 credits

One of Group E:

Group E

ENGL 1202 Reading and Writing about Selected Topics: An Introduction to Literature 3 credits

PHIL 1100 Introduction to Philosophy 3 credits

PHIL 1110 Confronting Moral Issues: Ethics 3 credits

PHIL 1145 Critical Thinking 3 credits

* **Note:** MATH 1120 or MATH 1130 can be substituted for MATH 1140

MATH 1240 Calculus II (Business Applications) 3 credits

MRKT 1199 Introduction to Marketing 3 credits

Dedicated Electives

No more than three courses (including courses listed under Required Courses) from any one discipline may be applied toward this requirement.

GROUP A - TWO OF:

- English
- Fine Arts
- History
- Humanities
- Languages
- Philosophy

GROUP B - ONE OF:

- Anthropology
- Criminology
- Geography (excluding Physical Geography)
- Political Science
- Psychology
- Sociology

GROUP C - ONE OF:

- Astronomy
- Biology
- Chemistry
- Computer Science
- Mathematics
- Physical Geography
- Physics

Suggested Electives

Four additional electives must be chosen to complete the diploma. If ACCT 1110 and ACCT 1210 are taken in place of ACCT 2293, only three additional electives are required.

Note: The combination of ACCT 1110 (3 credits) and ACCT 1210 (3 credits) transfers to SFU as three (3) credits only. Students who choose this option should be aware that although they will have completed the requirements for a diploma in Business Administration at Kwantlen (60 credits), they would only have 57 transferable credits to Simon Fraser University (SFU).

When making your choice of electives, consider that the following suggested courses are prerequisites or introductions for some of the required courses within this diploma:

BUSI 1110 Fundamentals of Business in Canada 3 credits

CBSY 1105 Introductory Computer Applications 3 credits

MATH 1112 Pre-Calculus Algebra 3 credits

Other business-oriented courses that provide a good foundation for more advanced courses are:

CMNS 1140 Business and Technical Communication: Theory and Application 3 credits

MRKT 1235 Small Business Essentials 3 credits

CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Diploma in Business Administration**.