

# Business Management: Diploma

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

## DESCRIPTION

The two-year Business Management Diploma will prepare you for an entry-level management position. The first year foundation courses provide an understanding of the basic skills and techniques required for effective management in today's business environment. In the second year, you will take specialized courses in organizational behaviour, negotiations, business law, production and operations management, enterprise development, business planning and international business. The program emphasizes real world business applications of key management concepts.

Classes are exciting, practical and participatory. They may include a combination of lectures, exercises, case studies, in-class assignments, projects, student presentations, group work, role-play, structured simulations, field trips and guest speakers. Many classes are offered during evenings to accommodate part-time studies.

All courses may be applied for credit toward any of the following KPU Business Degrees:

- Bachelor of Business Administration (BBA) in Entrepreneurial Leadership
- Bachelor of Business Administration (BBA) in Human Resources Management
- Bachelor of Business Administration (BBA) in Marketing Management

Most of the courses included in this program are also transferable to other universities and colleges (please refer to the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) regarding the transfer status of courses to specific institutions).

Graduates (with a GPA of 2.7 and with a C+ or higher in Accounting and Statistics) are eligible for direct entry into the third year of KPU's Bachelor of Business Administration Degree in Entrepreneurial Leadership or Bachelor of Business Administration Degree in Human Resources Management, and Bachelor of Business Administration in Marketing Management.

Courses may also transfer individually to the University of British Columbia (UBC), Simon Fraser University (SFU), the University of the Fraser Valley (UFV), the University of Victoria (UVic)

and other institutions. Please refer to the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) for specific transfer credit information.

## CAREER OPPORTUNITIES

Graduates find employment in entry-level management positions in both the private and public sectors, including manufacturing, service, profit, and nonprofit organizations. Some graduates become entrepreneurs and start their own businesses.

## PROGRAM ADMISSION REQUIREMENTS

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

Please note: A first year English course is a requirement of this program. Students wishing to complete the program without having to undertake any preparatory English courses will need English 12 with a B grade (or the equivalent prerequisite for direct entry into ENGL 1100). Please make an appointment with an Educational Advisor to plan your course selections.

## PROGRAM REQUIREMENTS

Completion of the Business Management Diploma requires successful completion of the Core Requirements (10 foundation courses), the Business Management Requirements (eight business courses), and two elective courses.

### Core Requirements

Students must take a total of 10 foundation courses in the following subject areas:

#### One of:

##### Accounting

ACCT 1110	Introductory Financial Accounting I	3 credits
ACCT 2293	Accelerated Introductory Financial Accounting*	3 credits

#### All of:

##### Applied Communications

CMNS 1140	Introduction to Professional Communication	3 credits
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##### Business

BUSI 1110	Fundamentals of Business in Canada	3 credits
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##### Computer Business Systems

CBSY 1105	Introductory Computer Applications	3 credits
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One additional CBSY course (3 credits)

##### English

ENGL 1100	Introduction to University Writing	3 credits
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##### Marketing

MRKT 1199	Introduction to Marketing	3 credits
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## CREDENTIAL AWARDED

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

### One of:

#### Economics

ECON 1101	Foundations of Economics**	3 credits
ECON 1150	Principles of Microeconomics*	3 credits

### One of:

#### Mathematics

ACCT 1130	Business Mathematics†	3 credits
BUQU 1130	Business Mathematics†	3 credits

### One of:

#### Statistics

ACCT 1230	Business Statistics‡	3 credits
BUQU 1230	Business Statistics‡	3 credits

### Notes:

\* ACCT 2293 and ECON 1150 are recommended for students who intend to proceed into any KPU BBA degree program after completing the diploma.

† Students may earn credits for only one of ACCT 1130 or BUQU 1130.

‡ Students may earn credits for only one of ACCT 1230 or BUQU 1230.

\*\* Credit for ECON 1101 will not be granted if taken after ECON 1150 or ECON 1250.

## Business Management Requirements

In addition to the core requirements, Business Management Diploma students are required to take the following eight business courses:

### All of:

BUSI 1210	Essentials of Management	3 credits
BUSI 1215	Organizational Behaviour	3 credits
BUSI 1250	Human Resources Management I	3 credits
BUSI 2390	Business Law	3 credits
BUSI 2405	Operations Management	3 credits
BUSI 2425	Enterprise Development and Business Planning	3 credits
BUSI 2465	Business Negotiations	3 credits
BUSI 2490	International Business	3 credits

## Electives

The remaining two courses are electives. Students must select two courses from either the list of approved Faculty of Business Liberal Education Electives or from the list of Economics and/or Applied Communications courses numbered 1100 or higher.

**Note:** Credit for ECON 1101 will not be granted if taken after ECON 1150 or ECON 1250.

### For Graduation purposes only:

- a maximum of 6 credits can be obtained for any combination of ACCT 1110, ACCT 1210 and ACCT 2293.