

# Business Administration: Diploma

<b>Faculty of Business</b>	kpu.ca/business
<b>Implementation Date</b>	01-Sep-2013
<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 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 KPU 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.

## CAREER OPPORTUNITIES

The Diploma program focuses on skills needed for employment in supervisory positions in industrial, financial, commercial, and retailing companies; unions and crown corporations; and in the municipal, provincial and federal governments. Depending on your capabilities and interests, you will have the skills to develop your own business upon graduation.

The Business Administration Diploma also provides a solid foundation for advanced study in disciplines such as economics, accounting, finance or business.

## 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
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#### And all of:

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

#### And one of:

BUQU 1230	Business Statistics†	3 credits
MATH 2341	Introduction to Statistics for Business	4 credits

#### And one of:

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

### And one of:

ENGL1202	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

† Students wishing to transfer BUQU 1230 to SFU should consult an SFU advisor.

## 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 KPU (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 (discontinued)	3 credits
MATH 1240	Calculus II (Business Applications)	3 credits
MRKT 1199	Introduction to Marketing	3 credits

## CREDENTIAL AWARDED

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