

General Business Studies: Certificate

Faculty of Business	kpu.ca/business
Implementation Date	01-Sep-2011
Start Date(s)	September January May
Intake Type	Open intake
Instructional Cycle	Semester-based
Program Type	Undergraduate
Credential Granted	Certificate
Offered At	Langley Richmond Surrey
Format	Full-time Part-time
How to Apply	www.kpu.ca/admission

DESCRIPTION

The one-year General Business Studies Certificate Program is designed to provide students with a broad range of fundamental business skills and an understanding of the business environment. Many classes are offered in the evening to accommodate part-time studies.

ADMISSION REQUIREMENTS

The Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, apply to this program.

CURRICULAR REQUIREMENTS

Students must take a total of nine foundation courses and one elective:

One of:

Accounting*

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

One of:

Business*

BUSI 1110	Fundamentals of Business in Canada	3 credits
BUSI 1215	Organizational Behaviour	3 credits

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:

Applied Communications / English

CMNS 1140	Introduction to Professional Communication	3 credits
ENGL 1100	Introduction to University Writing*	3 credits

One of:

Statistics

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

All of:

Computer Business Systems

CBSY 1105	Introductory Computer Applications	3 credits
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One additional CBSY course

Marketing

MRKT 1199	Introduction to Marketing	3 credits
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Electives

One elective from any of the above disciplines

Notes:

* ACCT 2293, BUSI 1215, ECON 1150 and ENGL 1100 are recommended for students who intend to pursue both a diploma and BBA degree at KPU in future.

† 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.

For Graduation Purposes only:

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

Typical Course Progression (Full-Time)

This sample schedule will assist students who wish to complete the General Business Studies Certificate Program in one year. Although this schedule is highly recommended, course registration is subject to availability. Students may choose to take some courses out of sequence and create alternate timetables that still meet the certificate requirements.

Semester 1

BUSI 1215	Organizational Behaviour	3 credits
CBSY 1105	Introductory Computer Applications	3 credits
ENGL 1100	Introduction to University Writing	3 credits
ECON 1150	Principles of Microeconomics	3 credits

ACCT 1130 or Business Mathematics 3 credits
BUQU 1130

Semester 2

ACCT 1230 or Business Statistics 3 credits
BUQU 1230

CBSY 2205 Management Information Systems 3 credits

MRKT 1199 Introduction to Marketing 3 credits

ACCT 2293 Accelerated Introductory Financial Accounting 3 credits

One Elective

CREDENTIAL AWARDED

Upon successful completion of this program, students are eligible to receive a **Certificate in General Business Studies**.