

# Applied Business Technology: Diploma

All intakes for this program have been postponed indefinitely. Please see Legal Administrative Studies for an alternate program.

<b>School of Business</b>	kpu.ca/business
<b>Program Type</b>	Undergraduate
<b>Credential Granted</b>	Diploma
<b>Offered At</b>	Surrey
<b>Start Date(s)</b>	September
<b>Intake Type</b>	Open intake
<b>Format</b>	Full-time
<b>Instructional Cycle</b>	Semester-based
<b>Curriculum Effective Date</b>	01-Sep-2011
<b>How to Apply</b>	www.kpu.ca/admission

## DESCRIPTION

The program requirements, courses, course credits, and graduation requirements for this program are currently being revised.

Students may exit at diploma, certificate or citation level. The two-year diploma program (which is currently under review) prepares students for advancement in office careers and/or for transfer into the third year of the KPU Bachelor of Business Administration Degree in Entrepreneurial Leadership. The first year of this program is the Applied Business Technology certificate.

The first year of study provides students with excellent workplace skills of an intensive, practical nature. The curriculum provides a background in Business Communications, Bookkeeping Basics, Computer Competency, Office Dynamics, and Word Processing, as well as courses specific to the specialty option selected by each student. These options are Administrative Assistant and Legal Administrative Assistant. Students may exit the program at the certificate level with skills appropriate to the office workplace.

The ten additional courses required for the diploma will provide students with enhanced knowledge, skills, and attitudes for the various office workplaces they have chosen. They will be better prepared for advancement and for supervisory positions with enhanced communication skills and knowledge of management, organizational behaviour, marketing, microeconomics, human resource management, project management and administrative management. Students also have the opportunity to select from a group of optional courses. Not all courses are offered each semester or each campus.

## Transfer to a BBA Degree

Graduates are eligible for admission into the third year of KPU's Bachelor of Business Administration Degree in Entrepreneurial Leadership.

## STUDENT PROFILE

Students who are recent high school graduates or are mature students with or without higher education. Students have a large variety of previous work experiences. Some students are seeking entry to the workforce, some are upgrading office

skills, some wish for a change in career path, and others have completed higher education and are seeking a hands-on, learning environment with a practical focus.

## CAREER OPPORTUNITIES

Graduates find employment in a wide variety of businesses, legal offices and departments. They may be considered for entry-level supervisory and office management positions in both the public and private sector.

## ADMISSION REQUIREMENTS

In addition to the Faculty's Admission Requirements, which consist of KPU's undergraduate English Proficiency Requirement, the following program admission requirements apply:

- Successful completion of the ABTY Certificate or equivalent

## CURRICULAR REQUIREMENTS

### Core Requirements (complete all):

ABTY 2110	Administrative Management	3 credits
ABTY 2120	Project Management	3 credits
CMNS 1140	Business and Technical Communication: Theory and Application	3 credits
BUSI 1250	Human Resources Management I	3 credits
ECON 1150	Principles of Microeconomics*	3 credits
MRKT 1199	Introduction to Marketing*	3 credits
BUSI 1210	Essentials of Management *	3 credits
BUSI 1215	Organizational Behaviour*	3 credits

### Electives (complete 3):

ACCT 1230	Business Statistics*	3 credits
ACCT 2293	Accelerated Introductory Financial Accounting*	3 credits
BUSI 2360	Union Management Relations (prerequisites are BUSI 1210 or BUSI 1215)	3 credits
BUSI 2390	Business Law	3 credits
CBSY 2305	Advanced Microcomputer Applications	3 credits
PHIL 1150	Basic Logic	3 credits
PSYC 1100	Introduction to Psychology: Basic Processes	3 credits
ENGL 1100	Introduction to University Writing	3 credits

To be eligible for admission to the Bachelor of Business Administration in Entrepreneurial Leadership Degree, the prescribed bridging courses must be taken within the elective course choices.

\* Bridging courses required to enter the BBA degree program

# CREDENTIAL AWARDED

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