

General Business Studies: Certificate

Faculty of Business	
kwantlen.ca/business	
IMPLEMENTATION DATE	START DATE(S)
01-Sep-2011	September January May
ADMISSION TYPE	ENROLMENT TYPE
Open admission	Open access
PROGRAM TYPE	CREDENTIAL GRANTED
Undergraduate	Certificate
OFFERED AT	FORMAT
Langley Richmond Surrey	Full-time Part-time
HOW TO APPLY	
www.kwantlen.ca/admission	

DESCRIPTION

The one-year General Business Studies Certificate Program is designed to provide you 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. All of the certificate courses can be applied towards the General Business Studies diploma program or the following Kwantlen business degrees:

- Bachelor of Business Administration (BBA) in Entrepreneurial Leadership
- Bachelor of Business Administration (BBA) in Human Resource 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 regarding the transfer status of courses to specific institutions).

PROGRAM ADMISSION REQUIREMENTS

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

Note: Students wishing to complete the program without having to undertake any preparatory courses must enter with English 12 with a B grade or better, or equivalent.

CONTENT

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

One of:

Accounting*

ACCT 1110 Principles of Accounting I 3 credits

ACCT 2293 Intro. to Financial Accounting 3 credits

One of:

Business*

BUSI 1110 Fundamentals of Business in Canada 3 credits

BUSI 1215 Organizational Behaviour I 3 credits

One of:

Economics*

ECON 1101 Foundation 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 Writing, Reading and Thinking: An Introduction* 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 Microcomputer Applications 3 credits

One additional CBSY course

Marketing

MRKT 1199 Introduction to Marketing 3 credits

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 Kwantlen 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.

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 Microcomputer Applications	3 credits
ENGL 1100	Writing, Reading and Thinking: An Introduction	3 credits
ECON 1150	Principles of Microeconomics	3 credits
ACCT 1130 or BUQU 1130	Business Mathematics	3 credits

Semester 2

ACCT 1230 or BUQU 1230	Business Statistics	3 credits
CBSY 2205	Management Information Systems	3 credits
MRKT 1199	Introduction to Marketing	3 credits
ACCT 2293	Intro. to Financial Accounting	3 credits
One Elective		

For Graduation Purposes only:

- credit will NOT be granted for ACCT 1110 if credit was previously granted for ACCT 2293
- credit will NOT be granted for both ACCT 2293 and ACCT 1210

GRADUATION

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