

Business Management: Diploma

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	Diploma
OFFERED AT	FORMAT
Langley Richmond Surrey	Full-time Part-time
HOW TO APPLY	
www.kwantlen.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 Kwantlen 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 regarding the transfer status of courses to specific institutions).

Transfer to a BBA Degree

Graduates (with a CGPA of 2.7 and with a C+ or higher in Accounting and Statistics) are eligible for direct entry into the

third year of Kwantlen'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 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.

CONTENT

Core Requirements

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

One of:

Accounting

ACCT 1110	Principles of Accounting I	3 credits
ACCT 2293	Intro. to 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 Microcomputer Applications	3 credits
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One additional CBSY course (3 credits)

English

ENGL 1100 Writing, Reading and Thinking: An Introduction 3 credits

Marketing

MRKT 1199 Introduction to Marketing 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:

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 Kwantlen 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 I 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.

Normal Course Progression (Full-Time)

The following sample course schedule is designed for students who wish to complete the Business Management Diploma Program in two years. 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 diploma requirements.

Semester 1

BUSI 1110 Fundamentals of Business in Canada 3 credits

CBSY 1105 Introductory Microcomputer Applications 3 credits

MRKT 1199 Introduction to Marketing 3 credits

ENGL 1100 Writing, Reading and Thinking: An Introduction 3 credits

ACCT 2293 Introduction to Financial Accounting 3 credits

Semester 2

BUSI 1210 Essentials of Management 3 credits

BUSI 1250 Human Resources Management I 3 credits

CMNS 1140 Business and Technical Communication: Theory and Application 3 credits

ACCT 1130 Business Mathematics OR BUQU 1130 - Business Mathematics (see note above under Core Requirements) 3 credits

ECON 1150 Principles of Microeconomics 3 credits

Semester 3

BUSI 1215 Organizational Behaviour I 3 credits

BUSI 2390 Business Law 3 credits

CBSY 2205 Management Information Systems 3 credits

ACCT 1230 Business Statistics or BUQU 1230 - Business Statistics (see note above under Core Requirements) 3 credits

One Liberal Education elective (minimum 3 credits)

Semester 4

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

One Liberal Education elective (minimum 3 credits)

For Graduation purposes only:

- credit will NOT be granted for ACCT 1110 if credit has been previously granted for ACCT 1210 or ACCT 2293
- credit will NOT be granted for both ACCT 1210 and ACCT 2293

GRADUATION

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