

SCHOLARSHIPS AND AWARDS

Business Administration students are eligible for a variety of scholarships and awards. For information or to apply, please contact the Financial Awards office at 604.599.2040 or 604.599.3245.

E-MAIL ADVISING

advisor@kwantlen.ca

ONLINE COURSE PLANNING

kwantlen.ca/counadvs/advisors/courseplanning.htm

or

kwantlen.ca/advising

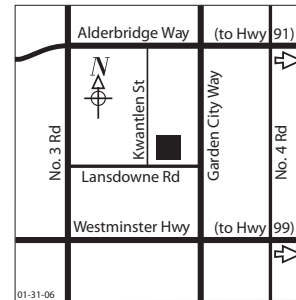
INFORMATION

**OFFICE OF THE REGISTRAR
KWANTLEN UNIVERSITY COLLEGE
12666 – 72ND AVENUE
SURREY, BC V3W 2M8**

604.599.2000 | kwantlen.ca



- **Langley Campus**
20901 Langley By-Pass, Langley
- **Horticulture Field Lab**



- **Richmond Campus**
8771 Lansdowne Road, Richmond



- **Surrey Campus**
12666-72nd Avenue, Surrey
- **Newton Campus**
13479-77th Avenue, Surrey

kwantlen.ca

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Business Administration

DIPLOMA



School of Business



Kwantlen
UNIVERSITY COLLEGE

THE PROGRAM

The two-year Business Administration Diploma program offers you full and part-time study opportunities to earn a business credential. You will be trained in the fundamental skills of business, economic decision making, and financial and management accounting principles. Skills such as computer applications, math and statistics for business are also emphasized.

The program prepares you for the third year of the Business Administration Program at Simon Fraser University (SFU)¹. As a graduate, you are also eligible for direct entry into the third year of Kwantlen's Bachelor of Business Administration degree program. Alternatively, you may receive transfer credit for individual courses towards business degree programs at various other institutions (please refer to the BC transfer Guide for specific transfer credit information).

WHY CHOOSE A DIPLOMA IN BUSINESS ADMINISTRATION?

Your career

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 or federal government. Depending upon your capabilities and interest, you will have the skills to develop your own business enterprise upon graduation.

Future Studies

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

STRUCTURE

The program starts on a full-time or part-time basis each September and January at the Langley, Richmond and Surrey Campuses, and on a part time basis in May at the Surrey and Richmond Campuses. Most classes are also offered during evenings to accommodate students who are working during the day.

COURSE DESCRIPTION

The program includes:

- Principles of Macroeconomics
- Principles of Microeconomics
- Intermediate Microeconomics
- Financial Accounting
- Management Accounting
- Organizational Behaviour
- Computer and Information Processing
- Math for Business
- Statistics for Business
- English: Writing, Reading and Thinking

GRADUATION

Upon successful completion of this program, you will be awarded a Diploma in Business Administration.

UNIVERSITY COLLEGE ADMISSION REQUIREMENTS

- Meet the English proficiency requirement of a minimum of "B" grade in English 12, or equivalent.
- Meet the Math proficiency requirement of a minimum of "C" grade in Math 11. Further Math requirements include Math 12 C+, or equivalent.
- Graduated from a secondary school equivalent to British Columbia Grade 12, or be 19 years of age or older on the first day of classes.

An applicant who does not meet any of the above admission criteria may appeal for admission as a Special Admission student to a specific program.

HOW DO I APPLY?

All interested applicants should contact the Admissions office immediately for necessary forms and any new program-entry information. You should start your application now as some time may be needed for you to assemble the required information and transcripts. Applicants for admission will be considered on an individual basis. Your educational background and/or work experience may be accepted as part of the program requirements.

Registration times for new students are assigned on the basis of date of application. New students are urged to apply as early as possible.

If you require more information on application procedures and dates, please refer to the Kwantlen University Calendar at kwantlen.ca/calendar.

Kwantlen offers academic and vocational upgrading programs.

GENERAL INFORMATION

The university college calendar contains complete program information as well as rules and regulations that govern students while at the university college; each student is responsible for being aware of these rules and regulations. The calendar is available for purchase or review at any campus Admissions office or online at kwantlen.ca/calendar.

Programs, courses, services and other related activities may be offered on any day of the week.

¹ Note that the completion of a Kwantlen 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 consulting with SFU advisors