

166 Bedford Highway, Halifax, NS, B3M 2J6 902-457-6788

Diploma in Business Administration 2021/2022

Student name: _____ Student number: _____
 Faculty advisor: _____ Date: _____

The following courses are required to complete the Business Administration Diploma program. Please check off each course as you complete it. Also, check off any transfer credits you have been given upon entering the program by putting a "T" in the space beside the course.

√	Course Requirements		Units
	BUSI 1112	Introduction to Business Administration	0.5
	BUSI 2214	Organizational Behaviour: Individuals in Organizations	0.5
	BUSI 2215	Organizational Behaviour: Groups, structure and culture	0.5
	BUSI 2230	Principles of Marketing	0.5
	BUSI 2231	Applied Marketing	0.5
	BUSI 2259	Legal Aspects of Business	0.5
	BUSI 2321	Introduction to Accounting I	0.5
	BUSI 3308	Operations Management	0.5
	BUSI 3320	Managerial Accounting	0.5
	BUSI 3360	Finance I	0.5
	BUSI 3361	Finance II	0.5
	ECON 1101	Introduction to Microeconomics	0.5
	ECON 1102	Introduction to Macroeconomics	0.5
	MATH 2208	Introduction to Probability and Statistics I	0.5
	MATH 2209	Introduction to Probability and Statistics II	0.5
	Business elective		0.5
	Business elective		0.5
	Business elective		0.5
	Business elective		0.5
	Business/Tourism elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective		0.5
	Arts/Science elective (at the 2000 level or above)		0.5
Total Units			12.0

Some electives may have additional prerequisites. Students should carefully plan their electives as some electives may have additional prerequisites and all of the electives shown are not offered every year.

Courses that do not count as Arts/Science electives in the BBA degree, certificate or diploma include:

- Applied Human Nutrition (NUTR) with the exception of NUTR 1102, 1103, 1106, 2211, 2204, 3325, 4400, 4408, 4409
- Business Administration (BUSI) unless crosslisted with Political Studies (POLS) or Women's Studies (WOMS)
- Economics unless crosslisted with Political Studies (POLS)
- Information Technology (INTE) unless crosslisted with Computer Studies (CMPS)
- Public Relations (PBRL) unless crosslisted with Communications (COMM)
- Tourism and Hospitality Management

This form is intended to be a helpful guide for students. It is the students' responsibility to ensure that they follow the program rules and regulations as described in the Academic Calendar.

Diploma Admission:

Students can enroll in the Diploma in Business Administration program as a separate program or concurrently with another Mount Program. Both the diploma and degree may be taken concurrently. If taken concurrently, the Principles Governing the Awarding of Multiple Credentials will be in effect. If not earned concurrently, the University regulations regarding a second credential will be in effect.

Admission requirements for the Diploma in Business Administration program are the same as for the Bachelor in Business Administration. Please refer to academic calendar.

Students wishing to graduate with a Certificate or Diploma in Business Administration, and later continue on to complete the Bachelor of Business Administration degree program at MSVU need to:

- 1) Enrol in the Bachelor of Business Administration degree program PRIOR to applying to graduate with the certificate or diploma. <https://www.msvu.ca/wp-content/uploads/2020/05/ProgramChange4.pdf>
- 2) Complete a Declaration Certificate/Diploma program (second credential) form PRIOR to applying to graduate with the certificate or diploma. <https://www.msvu.ca/wp-content/uploads/2020/05/Declaration20certificate-diploma20form-2020.pdf>
- 3) International Students: Meet with your International Student Advisor at the International Education Centre for advice on current immigration considerations prior to making this decision.

The objective of the diploma program in business administration is to increase and enrich the knowledge acquired during the certificate program in business administration.

The diploma may be completed through distance learning on a part-time or full-time basis.
