

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

## Diploma in Business Administration

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 2221	Introductory Accounting I	0.5
	BUSI 2222	Introductory Accounting II	0.5
	BUSI 2230	Principles of Marketing	0.5
	BUSI 2231	Applied Marketing	0.5
	BUSI 2259	Legal Aspects of Business	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/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
<b>Total Units</b>			<b>12.0</b>

Some electives may have additional prerequisites. Not all of the electives listed in the calendar are offered every year. Students should carefully plan their electives and seek information from their academic advisor about the scheduling of elective courses.

**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. Transfer or non-degree students must have a GPA of 2.0 over 3.0 units.

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.

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

- Applied Human Nutrition (NUTR)
  - 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
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