

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

## Diploma in Business Administration 2024/2025

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
<b>Total Units</b>			<b>12.0</b>

- With Chair's Approval

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.

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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) 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

**\*Students who pass a Mathematics Placement Test and obtain Chair's approval can take Math 2500 and a free elective in place of Math 2208 and Math 2209**

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*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.*

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### **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.

***International students wishing to graduate with a Certificate or Diploma in Tourism and Hospitality Management, and later continue on to complete the Bachelor of Tourism and Hospitality Management degree program at MSVU need to 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.

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