

## Direct Entry Business Administration (Management Option)

Direct entry is possible into this program upon completion of a recognized university degree or diploma (minimum 2 years full time) in any discipline.

Applicants who completed post-secondary studies outside of Canada, United States, United Kingdom, Australia or New Zealand will require a comprehensive evaluation of their credentials by the [International Credential Evaluation Service](#) (ICES). Credential evaluation reports from [other Canadian Services](#) may be considered. These reports must include course-by-course evaluations and GPA calculations.

### What Credits Can I Use in the Program?

BCIT may award credit for courses, programs or prior learning assessment recognition (PLAR) completed at BCIT or other institutions towards a BCIT credential. However, [BCIT policy](#) allows only a maximum of 50 percent of an additional credential's credits to be awarded through previously earned credits.

The Management Option requires 118.5 total credits. A student in this program can be awarded a maximum of 59.0 program credits from previously earned credits and must complete a minimum of 59.5 new credits in the program.\*

Students entering this program may have previously completed a number of courses in the [program matrix](#) that exceeds the 50 percent transfer maximum. In this case, the [program head](#) will determine alternative courses to satisfy the program requirements.

\*Program credit requirements are subject to change.

### Entrance Requirements:

Meet all of the general entrance requirements for this program: [Business Administration – Management Option](#) including:

- **English:** two years of education in English in an English-speaking country with one of the following:
  - English 12 (67%) or
  - Three credits of post-secondary English, Humanities or Social Sciences (67%) from a [recognized institution](#)

What if I don't meet these [English requirements](#)?

- **Math: one** of the following:
  - [Math 11](#) (67%) or
  - Math for Business - [OPMT 0199](#) (67%) or
  - Business Math Assessment Test - [OPMT 0198](#) (67%)

- **Post-secondary education:** A degree or diploma in any discipline from a recognized post-secondary institution with GPA of 65% or higher

**Completion** of the following course (refer to notes below):

Part time Course	Course Name	Full time Equivalent
COMM 1103 or 1106*	Introduction to Business and Technical Communication	COMM 1100

The following courses are recommended for completion prior to admission but are mandatory for graduation from the program:

Part time Course	Course Name	Full time Equivalent
COMM 2202* or COMM 2002*	Business and Technical Correspondence	COMM 2200
COMM 2203* or COMM 2003*	Business and Technical Reports	COMM 2200

**\*Note re COMM 1103 or 1106:** A minimum grade of 60% must be achieved if using this course to meet the English 12 w/67% requirement.

**\*Note re COMM 1100/2200:** For accredited Canadian or US credentials, if you have achieved a Bachelor's Degree the COMM courses may be waived. If you have an Associate Degree or a Diploma, COMM 1103/1106 and COMM 2002/2202 may be waived; COMM 2003/2203 will still be required.

Applications are accepted on a year round basis. Accepted applicants register for courses on a course-by-course basis, providing any course prerequisites have been completed, during the next available Part-time Studies term: Winter (January – March), Spring/Summer (April – June), or Fall (September – December).

All program requirements must be completed within seven years as per [BCIT Policy 5103 – Student Evaluation](#). BCIT Policy 5103 also permits a maximum of three attempts to successfully complete each course within this credential. A student who fails a course twice will only be allowed to repeat the course with written permission from the Associate Dean.

## Courses required to Complete your Diploma in Business Administration (Management Option)

Total courses: 19      Total credits: 71.5

Prerequisite courses are waived for courses in this matrix. It is up to the student to determine whether they are able to meet the challenges of each course. However, students must maintain the 65% GPA continuance requirement to continue through the Capstone courses.

### Required Core/Alternate Courses (23.5 credits, 6 courses):

Tier	Course Number	Credits
Tier 1	BUSA 2005 Principles of Management	4 credits
Tier 1	ORGB 1105 Organizational Behaviour	4 credits
Tier 1	FMGT 1152 Accounting for the Manager (alternate for FMGT 1100/2100)	3 credits
Tier 1	BLAW 3100 Business Law	4 credits
Tier 2	FMGT 3224 Managerial Accounting	4 credits
Tier 2	FMGT 3555 Finance for Business Management	4.5 credits

### Complete the Management Advanced Placement Option (36 credits, 11 courses)

Tier 1	BUSA 2205 Entrepreneurial Management	3 credits
Tier 2	BUSA 2905 Managing Conflict	3 credits
Tier 2	BUSA 3105 Leadership Skills	3 credits
Tier 1	BUSA 3455 Introduction to E-commerce	3 credits
Tier 2	HRMG 3105 HR Management Fundamentals	4 credits
Tier 2	HRMG 3205 Labour Relations 1	3 credits
Tier 2	MKTG 3309 Marketing Research	4 credits
Tier 1	OPMT 1187 Project Management Fundamentals	3 credits
Tier 2	OPMT 3197 Management Science	4 credits
Tier 2	OPMT 2505 Project Resourcing and Cost Management	3 credits
Tier 2	ORGB 2605 Managing Organizational Change	3 credits

### Complete the Capstone Courses (12 credits, 2 courses)

Capstone	BUSA 4950 Business Consulting Projects for PTS	8 credits
Capstone	BUSA 4800 Management Policy	4 credits

### Frequently Asked Questions

#### When should I apply?

Students may apply when they have met all the entrance requirements. If you are currently registered in a course (s), please indicate this on the self-assessment form.

#### When will I be accepted?

Once your application has been assessed and has been approved for direct entry, you will be notified of your acceptance. You do not need to wait for acceptance to take courses in the program.

#### Can I transfer Options?

Applicants need to specify their program option preference. Courses completed within one option will transfer to other options, unless the same course is on both options.

#### How do I sign up for my courses?

To register for part-time studies courses, visit [Register for Part-time Courses](#).

#### Can I take courses ahead of acceptance?

Courses may be taken ahead of acceptance and transferred to this program. Transfer credit for courses taken outside of BCIT can be assessed through submission of the [Credit/exemption form](#) and will take several weeks for evaluation. Courses not taken in English will require an official translation of course outlines.

#### Which courses should I take?

[Program Advising](#) is able to guide you through your program. Contact them for further help in planning your program.

#### How do I get a timetable?

Once you have signed up for courses you can log into [my.bcit.ca](#) and go to Student Self-Service. You must be registered in your courses to access this feature.

#### When can I buy my books?

It is recommended that students wait until the first week of classes before buying textbooks. Your instructors will tell you which books to buy.