

# BUSINESS ADMINISTRATION DIPLOMA - ACCOUNTING AND FINANCE

View on YouTube (<https://www.youtube.com/watch?v=NnUQaoNeXck>)

## Earn a diploma in 2 years

CMTN's Business Administration program gives you the credentials and expertise to get ahead in today's competitive workplace. Whether you want to work as an administrator in an office, pursue a specialized career in business and finance, or start your own company, CMTN offers one-year certificates or two-year diplomas that can help take you where you want to go.

The Business Administration program has concentrations in:

- Accounting (p. 1)
- General Management (<https://catalogue.coastmountaincollege.ca/programs/business-administration-diploma-general-management/>)
- Human Resources (<https://catalogue.coastmountaincollege.ca/programs/business-administration-diploma-human-resources/>)

Business Administration courses can be used as credit towards many professional associations and designations, such as the Chartered Professional Accountant (CPA) (<https://www.cpacanada.ca/>).

## Apply to CMTN

Visit Apply to CMTN (<https://www.coastmountaincollege.ca/admissions/apply-to-cmntn/>) for an Admissions Checklist and to apply online.

Our Educational Advisors (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) are here to help if you have any questions or need guidance along the way.

## Dates and locations

Intake	Location
Fall 2024	Terrace
Fall 2024	Prince Rupert
Spring 2025	Smithers
Fall 2025	Prince Rupert and Terrace

Some courses are available online (<https://www.coastmountaincollege.ca/mycmtn/>).

\*Diploma completion may take longer than two years depending on second-year core course offerings and concentration requirements. For more information please contact the Program Coordinator ([rsantos@coastmountaincollege.ca](mailto:rsantos@coastmountaincollege.ca)).

## ACCOUNTING CONCENTRATION

Completion of a Business Administration Certificate (<https://catalogue.coastmountaincollege.ca/programs/business-administration-certificate/>)

Code	Title	Credits
ACCT 250	Inter. Financial Accounting I	3
ACCT 251	Inter. Financial Accounting II	3
ACCT 252	Management Accounting	3
BFIN 250	Business Finance I	3
BFIN 251	Business Finance II	3
MATH 251	Statistics	3
MGMT 251	Organizational Behaviour	3
MGMT 280	Management Information Systems	3
TAXN 250	Personal Taxation	3
BPOL 250	Business Policy	3
<b>Total Credits</b>		<b>30</b>

- Grade 12 recommended
- English Studies 12 or English First Peoples 12 or equivalent **AND**
- Foundations of Math 11 **OR** Principles of Math 11 **OR** Applications of Math 12 or equivalent **OR**
- Office Assistant Certificate plus Accounting Certificate, both with a "B" average, from Applied Business Technology Program

English proficiency is required for all learners entering CMTN programs. Please visit our English Language Alternatives (<https://coastmountaincollege.ca/admissions/requirements/language-requirements/domestic-english-language-requirements/>) page to see how this requirement can be met.

Prospective students who do not meet the program requirements are encouraged to speak with the Program Coordinator ([rsantos@coastmountaincollege.ca](mailto:rsantos@coastmountaincollege.ca)) as you may be considered for admission based on other criteria.

Note: CMTN learners may transfer to other post-secondary institutions in BC and around the world (<https://www.coastmountaincollege.ca/programs/explore/degree-partnerships/>). Students should be aware of the receiving institution's admission and transfer requirements.

Learners are encouraged to meet with an Education Advisor (<https://www.coastmountaincollege.ca/student-services/student-support/educational-advising/>) to discuss transfer pathways.

Admission to an intake does not guarantee completion in 2 years.

Fees	Domestic	International
Full-time	30 Credits	30 Credits
Tuition	\$3,146.70	\$13,373.40
Student Union fees <sup>1</sup>	\$109.28	\$109.28
Mandatory fees	\$240.00	\$290.88
Health Insurance	\$285.00	\$602.04



<b>Tuition total:</b>	\$3,780.98	\$14,375.60
Books & Supplies <sup>2</sup>	\$1,000.00	\$1,000.00
<b>Total program cost:</b>	\$4,780.98	\$15,375.60

**Fees are effective as of August 1, 2024 for the 2024/25 academic year.**

1

Student Union fees are term-based and may vary due to the length of the program.

2

Please note that these are approximate costs and may vary depending on courses taken.

\* The Coast Mountain Students Union (CMSU) is pleased to offer Extended Health and Dental Insurance to all qualifying members. The plan is mandatory for all students enrolled in 6 or more credits or a trades program of 26 weeks or longer. Some students, including those studying overseas and those with existing extended health coverage, are eligible to opt out. Visit <https://cmsu.studenthealthbc.ca/> to learn more about the plan or request to opt out. You will also receive a detailed introductory email no later than 6 weeks after your semester starts. For any inquiries about the plan, please contact the Students' Union Organiser : Golnoosh Namazi, [organiser@mycmsu.ca](mailto:organiser@mycmsu.ca)

\* Basic Health insurance is mandatory for all international students. Health insurance costs will be charged every term until students provide proof of MSP.

## University transfer agreements

**Start here, finish anywhere!**

Diploma graduates are able to move onto university degree completion at a number of institutions. The majority of courses within the program transfer directly to colleges and universities in British Columbia.

The BC Transfer Guide (<http://www.bctransferguide.ca/>) is the main resource to look up the transfer of courses between institutions within the province. Learn more about University Transfer (<https://www.coastmountaincollege.ca/programs/discover/university-transfer/>) opportunities at Coast Mountain College.

The Business Administration program also has specific transfer agreements with Royal Roads University that facilitate a seamless transfer between programs. In addition, more general agreements exist for degree completion within Canada and internationally.

Check out the Degree Partnerships (<https://coastmountaincollege.ca/programs/explore/degree-partnerships/>) page for details and consult with the Business Administration Program Coordinator ([sdowns@coastmountaincollege.ca](mailto:sdowns@coastmountaincollege.ca)) to plan your pathway.

## Career opportunities

There is a myriad of educational opportunities for Business Administration certificate and diploma holders following graduation. Visit our University Transfer (<https://www.coastmountaincollege.ca/programs/discover/university-transfer/>) and Degree Partnerships

(<https://coastmountaincollege.ca/programs/explore/degree-partnerships/>) sections to learn more.

Another major advantage of the program is the flexibility of employment opportunities. Past experience has demonstrated that graduates with aptitude and ability have a wide range of employment possibilities. A career in Business Administration can lead you down many professional paths, including working as a:

- Manager
- Administrator
- Executive Director
- Consultant
- Entrepreneur
- Accountant
- Financial Analyst
- Broker
- Investment Advisor
- Public Relations & Communications Professional
- Recruiter
- Trainer
- Customer Service Representative
- Sales and Marketing Manager, and more

Almost any type and size of organization is a possible employer, including business firms, accounting firms, self-employment, government, and not-for-profit organizations. There is a significant demand for professionals who are proficient in business skills. The Business Administration program allows you to acquire the education necessary to meet your specific needs.

