

Management Diploma

2018-2019 ADMISSION INFORMATION

Program Description

The School of Business at TRU offers a 2 step diploma program:

- Business Foundation Certificate (Year 1)
- Accounting Technician Certificate (Year 2).

(Both credentials ladder into the BBA degree program.)

This program emphasizes and provides a variety of skills for retail, sales, human resource and general management.

This Diploma Program is offered on both a full and part time basis with intake dates in Sept, Jan and May annually.

Admission Requirements

Academic Requirements:

- Grade Requirement: Pick relevant one
 - BC Grade 12, Adult Dogwood, Mature student status of equivalent
- English Requirement: Pick one
 - English 12, English 12 First Peoples with a minimum 73% or equivalent
- Math Requirement if applicable: Pick one
 - BC Foundations Math 12/BC Pre-Calculus with a C+ (67%) or equivalent

Students may commence their studies while upgrading their English and/or Math requirements.

For assistance in developing your academic plan to meet the Management Diploma requirements you may want to contact Upper Business Advising at sobedadvisor@tru.ca or 250-852-7635.

Additional information is available at <http://www.tru.ca/advising.html>

How to Apply

1. **Submit your application** online at <http://www.tru.ca/admissions/apply.html>.
2. **Pay the application fee:**
 - a. \$28.68 for Canadian citizens or permanent residents
 - b. \$100.00 for international students (requires a Study Permit)
3. **Submit official high school transcripts.** For current high school students please submit Interim Grade 12 transcript listing courses you are taking this year and your final high school transcript.
4. **Submit any postsecondary transcripts.**
5. **Submit any required supporting documents.**

Next Steps:

1. We will contact you within 2-3 weeks to let you know that we have received your application.
2. Use the check-list in this package to make sure you have included all the supporting documents required for the program you are applying to. All documents must be submitted by the deadline in order for your application to be considered.
3. Once we have reviewed your application and applicable supporting documents, we will notify you about the admission decision.
4. Admitted students will be required to pay a \$500 commitment fee to confirm their spot and able them to register in courses.

Need Help? Contact Us

Email: admissions@tru.ca

Old Main Student Street

Phone: 250-828-5036

Fax: 250-371-5960

Mailing Address:

Admissions Office

Thompson Rivers University

900 McGill Road

Kamloops, BC V2C 0C8

Further information regarding Management

Diploma can be found at

http://www.tru.ca/business/certificates_diplomas/management_diploma.html

Additional information regarding various TRU support services, including Disability Services Counselling, and Student Awards and Financial Aid, as well as Housing can be found at www.tru.ca

Program Application Admissions Checklist

Please check off and include all of the following:

- Application form
- Application fee \$28.68
- Official high school transcripts
- All post-secondary transcripts