

NEW STUDENT ADVISING SHEET FOR GRADUATE DIPLOMA IN BUSINESS ADMINISTRATION STUDENTS:

Academic Advising Appointment:

To obtain information about registration all new students must email the Program Assistant at: karen.fada@concordia.ca. This contact is required to enable you to proceed with online course registration in the MyConcordia portal after you have accepted the offer of admission and confirmed your participation in the program.

Your Academic Program:

Please refer to the curriculum requirements of your program in order to plan your courses with an awareness of the program structure and any required pre-requisite or co-requisite courses. That information will be found in the Graduate Studies Calendar, on the program website in the curriculum section, and in the program brochures. Each GDBA course is worth 3 credits.

The Graduate Diploma in Business Administration (GDBA):

The 30-credit diploma (10 courses of 3 credits each) can be completed on a part-time or full-time basis enabling students to fit their study program into their busy lives. Courses are offered during the daytime and in the evening to accommodate both student groups.

Curriculum: Graduate Diploma in Business Administration students are required to complete these 10 courses:

GDBA 530 Business Data Analytics
GDBA 531 Professional Business Skills
GDBA 532 Accounting
GDBA 533 Managing People in Organizations
GDBA 534 Marketing Management
GDBA 535 Finance
GDBA 536 Operations Management
GDBA 537 Managerial Economics
GDBA 538 Strategic Management
GDBA 595 Special Topic * (GDBA students choose ONE Special Topic course as part of their program requirements.)

Special Topic* *Special topic courses can change from year to year.*

GDBA 595* Business Law
GDBA 595* Corporate Governance
GDBA 595* Entrepreneurship
GDBA 595* Human Resource Management
GDBA 595* Leadership and Motivation

Total 30 credits

The Class Schedule and Important Dates:

The class schedule and registration start dates will be announced annually in the MyStudent Centre and on the GDBA Moodle. The **Important Dates** for the academic year are listed on the website of the School of Graduate Studies. The Important Dates list includes the course registration ADD, DNE (Did Not Enter), and DISC (Discontinue) dates, as well as the examination weeks, and holidays.

Please view the following important websites:

<http://graduatestudies.concordia.ca/>

The School of Graduate Studies website for the Graduate Studies Calendar with the university policies and regulations, the list of Important Dates, and other information.

<http://www.concordia.ca/admissions/tuition-and-fees/>

The Tuition and Fees website for the Tuition Fee Calculator, the payment deadlines, and other information.

<http://www.concordia.ca/jmsb.html>

The John Molson School of Business website for information on the GDBA and GCBA programs, the curriculum, beyond the classroom opportunities, alumni, and other information.