

Business Administration

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

Why study Business Administration?

Whatever career path you choose, it will likely involve some aspects of business. Because few business situations mirror exactly the examples from textbooks, the study of business involves both theory and practice. Successful business people must be able to analyze a situation, examine various alternatives, and combine parts of solutions to solve problems.

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The four-year Bachelor of Business Administration degree program provides advanced study in the theories and principles of modern business and sharpens essential business skills. As a graduate, you will be well-equipped to function in and adapt to the rapidly changing business environment. You will gain a general background in business, as well as a well-rounded general education. You can also concentrate in accounting/financial management, marketing, human resources management, organizational studies, or operations management.

WHAT CAN I DO WITH A BBA?

The UFV BBA degree program prepares graduates to work in banking, accounting, hospitality, manufacturing, distribution, and other industries. It will also assist people who want to operate their own small business. UFV's BBA is also excellent preparation for graduate school or professional programs such as law.



“UFV faculty and staff are personally interested in helping you launch your career.”

— MATTHIAS MOREL,
BBA (Aviation).

Business Administration



“UFV’s BBA program gave me the skills and knowledge to complete my CA designation and make a smooth transition into the workforce.”

— SARA JENSEN,
BTech, CA Auditor, Law Society of Alberta.

WHY STUDY BUSINESS ADMINISTRATION AT UFV?

UFV allows you to keep your options open:

- Join us straight from high school and complete the Business Administration diploma, from which you can “ladder” directly into third year of the degree program
- Enter the workforce after completing your diploma and study part-time towards your degree, or come back and study full time after working for a few years
- Combine your studies with co-operative education work terms.

CAN I GET ACADEMIC CREDIT FOR THE SKILLS AND KNOWLEDGE THAT I HAVE GAINED IN MY LIFE SO FAR?

Yes. UFV offers Prior Learning Assessment and Recognition (PLAR), a flexible assessment process that evaluates your experiential learning (what you already know and can do) for post-secondary credit. Experiential learning includes independent study, volunteer activities, non-credit courses, workplace learning, and military service. To find out more, check out the PLAR website at www.ufv.ca/plar or contact Susan Brown, Assessment Services Coordinator, PLAR at 604.851.6342 or susan.brown@ufv.ca.

WHAT ARE THE ENTRANCE REQUIREMENTS?

- B.C. secondary school graduation or equivalent.
- Principles of Mathematics 12 provincially examined (C+ or better), or UFV MATH 095 (C+ or better), or Math 110 (C+ or better) or a MATA score of 67% or better or equivalent.
- English 12 provincially examined (C+ or better) or a CPT score of 48 or better or UFV English 081 and/ or 091 (C+ or better) or UFV ENGL 099 or CMNS 099 (C+ or better).

Please consult www.ufv.ca/calendar for additional detail. Be sure to investigate the possibility of earning credit from any previous courses in business you may have taken, applying credits from your business diploma/certificate towards a Bachelor of Business Administration degree, or transferring credit from other post-secondary institutions.

WHO WILL I BE LEARNING FROM?

Faculty are committed instructors who are passionate about communicating their knowledge about a subject and cultivating enthusiasm in the students learning it. BBA faculty members have earned credentials from world-class business schools and many have significant industry experience.

IS THERE A CO-OP PROGRAM?

The co-operative education option integrates academic study with on-the-job training. These four-month work terms ultimately produce knowledgeable, motivated, and job-ready graduates. Co-op will provide you with exposure to a wide range of business career disciplines including finance, accounting, management, and marketing.

CAN I STUDY ABROAD?

Education and world travel are not mutually exclusive. UFV offers many opportunities to volunteer, study, or work overseas. Experience a different culture, develop foreign language skills, and sharpen your resume to be competitive in an increasingly global economy. You can also study in Chandigarh, India, and earn your UFV Canadian BBA degree. The program is delivered at SD College (SDCC), Chandigarh, India.

BUSINESS ADMINISTRATION DIPLOMA

YEAR ONE/SEMESTER I

COURSE #	TITLE
BUS 100 (BUS 102)	Introduction to Business
BUS 120	Essentials of Marketing
BUS 143 or BUS 145 ¹	Accounting I Accelerated Financial Accounting
BUS 160 or CIS 110	Computerized Business Applications
CMNS 125	Business Communications I

YEAR ONE/SEMESTER II

COURSE #	TITLE
BUS 144 or Elective ¹	Accounting II Lower-level Business elective
BUS 162	Mathematical Methods for Business
BUS 221, 223, or 224	Marketing elective
CMNS 251	Introduction to Workplace Communication
Elective	Business or general elective

YEAR TWO/SEMESTER III

COURSE #	TITLE
BUS 247	Management Accounting I
BUS 227	New Business Development
BUS 203	Organizational Behaviour
ECON 100	Principles of Microeconomics
Elective	Business or general elective

YEAR TWO/SEMESTER IV

COURSE #	TITLE
BUS 261	Business Law
BUS 206	Business Policy
BUS 201	Human Resource Management
ECON 101	Principles of Macroeconomics
MATH 106	Statistics I

BUSINESS ADMINISTRATION DEGREE

YEAR THREE/SEMESTER V

COURSE #	TITLE
ENGL 105	The Reading and Writing of Prose
MATH 111 or MATH 115	Calculus I Differential and Integral Calculus
BUS 301	Economic and Business Statistics
BUS 320	Business Research Methods
Elective ²	General Education elective

YEAR THREE/SEMESTER VI

COURSE #	TITLE
ENGL 120–170	English Literature elective
ECON 307	Managerial Economics
BUS 305	Industrial Relations
BUS 349	Financial Management I
BUS 404	Management Science

YEAR FOUR/SEMESTER VII

COURSE #	TITLE
BUS 400	Business and Society
BUS 420	International Business
ECON 410	Economics of Financial Markets
(2) BUS UL	Upper-level Business electives

YEAR FOUR/SEMESTER VIII

COURSE #	TITLE
BUS 403	Strategic Management
BUS 430	Management of Innovation
(2) BUS UL	Upper-level Business electives
Elective ²	General Education elective

Footnotes:

¹ Students taking BUS 145 must take an additional business elective for three credits.

² In addition to the core subjects in years three and four, degree completion requires:

- four upper-level Business electives, and
- four general electives (two of these may be satisfied during the diploma years):
 - » one Natural Science (lab) course
 - » one Humanities course other than English
 - » one Social Science course
 - » one general or Business elective

DEGREE CONCENTRATIONS AND OPTIONS:

- Accounting
- Financial Management
- Human Resource Management
- Marketing
- Operations Management
- Organizational Studies

DEGREE OPTION: ACCOUNTING

The option in accounting will provide students who are working towards a CA, CGA, or CMA the ability to complete either the accounting courses required to transfer or the courses required as prerequisites for each designation.

DEGREE OPTION: HUMAN RESOURCES

The demand for human resource professionals is growing at an increasing rate. The option in human resource management is designed to develop capabilities for the Certified Human Resources Professional designation issued by BCHRMA and provide a smooth transition into the human resource field.

DEGREE OPTION: MARKETING

The option in marketing will give you the knowledge and skills you need to excel in a fulfilling career in marketing communications or professional selling. Find out more at www.ufv.ca/calendar.

Note: Students doing an option will have a different program plan than the one shown here for years three and four. Please consult the calendar for specific details.

HOW MUCH WILL IT COST?

In addition to tuition, your costs include books, supplies, housing, meals, transportation, and personal expenses. On average, full-time BBA students pay \$4,000 tuition each academic year. Books and supplies average \$700 to \$900 each year.

It's worth a visit to the UFV financial aid and awards office, which facilitates the disbursement each year of about \$12 million in federal and provincial student loans, grants, bursaries, scholarships, and awards to UFV students.

A helpful budget planning worksheet is available online at www.ufv.ca/fineaid/budget.

WHAT KIND OF ASSISTANCE IS THERE TO HELP ME ADJUST?

Please visit www.ufv.ca/student-services to learn about the broad range of services designed to help you learn about and adjust to the university environment. There is also an active Business Administration Student Association (BASA) that help keeps students in the program connected.

WHEN SHOULD I APPLY AND WHEN CAN I START?

Early application is recommended for all programs, as acceptance to programs is currently by date of application. Students interested in the BBA degree program typically apply between October 1 and March 31 for a start date the following September. Check the calendar at www.ufv.ca/calendar for detailed information about the application process.

SOUNDS GOOD. WHAT SHOULD I DO NOW?

Apply now. Visit www.ufv.ca/ar/admissions/apply for a step-by-step process to becoming a UFV student. Have specific questions? Contact the BBA program advisor at 604-854-4551, or email businfo@ufv.ca.

CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

We want to hear from you! If you're unsure of your direction, contact Student Services at 1-888-504-7441 to connect with an educational advisor, or arrange for career counselling. You can also contact the BBA program advisor at 604-854-4551, or email businfo@ufv.ca to get more information about our programs.



The information contained in this document is subject to change. Please refer to www.ufv.ca/busadmin for up-to-date information. UFV reserves the right to cancel courses and programs.



About UFV

Nestled in the beautiful Fraser Valley just east of Vancouver, in B.C., UFV is a fully accredited, public university that enrolls more than 11,000 students each year. UFV has campuses in Abbotsford, Chilliwack, and Mission and regional centres in Hope and Agassiz, and a growing presence in Chandigarh, India.

UFV is committed to exceptional post-secondary instruction and a nurturing learning environment. We are large enough to offer variety, yet small enough to offer the personal attention that our students need to thrive. Our small class sizes and focus on teaching allow our students to get to know their instructors and learn in a hands-on setting.

We offer more than 80 programs, including 13 bachelor's degrees, a master's degree, and more than a dozen trades and technology programs. We believe that anyone who wants to go to university should be given the chance, so our admission policies are flexible, and we provide university prep courses and high school completion options. There are many options for learning: full-time, in class, online, as part of a structured program or one tailored specifically to your interests.

Many of our programs "ladder" into one another, allowing students to keep their options open. Our international programming makes for a culturally diverse student body and great opportunities to study abroad, while our continuing studies offerings make learning a lifelong experience.

UFV is recognized nationally for student success, an excellent learning environment, creative integration of programming, and our work with our local communities.

Get to know us better at www.ufv.ca.

