

Business Administration (Trades)

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

Why consider a degree in Business Administration (Trades Management)?

It's one thing to learn a trade and practice it successfully. It's quite another to grow it into a thriving business. As a trades professional, you have perfected your craft, but you may have had little opportunity to prepare yourself academically with the skills required to own, operate, or manage your own business or a group of employees.

UFV's Bachelor of Business Administration degree (Trades Management) gives you the opportunity to apply your experience towards a university degree and keep your business needs finely tuned.

WHY STUDY BUSINESS ADMINISTRATION IN TRADES AT UFV?

BC has enjoyed a number of years of healthy growth, and many industries are booming, leading to increased demand for skilled workers. Part of this demand is for skilled managers within trades-related industries. Whether you operate as a sole proprietorship, employ a few others, or are part of a management team for a company with 20 or 200 employees, your business needs to be managed well to be a success. This program helps skilled trades workers like you make the transition into business management. This program has been designed specifically to take you to the next level in your career, combining your practical skill with your business sense.



“There has long been a demand for a program of this kind in B.C. It is going to help shape the future of the trades industry as we know it.”

— GARY TEICHROB,
Founder/Owner,
Tycrop Manufacturing.

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“I actually filled in a management position for a year and it was quite overwhelming. I’m glad it was temporary because it was quite a leap from the shop floor to management and I realized I have a lot to learn. I see taking the BBA Trades program as the best way to step into that management role.”

— ALLAN STEIDLE, BBA Trades Management student.

WHAT WILL I STUDY?

The study of business involves both theory and practice. Successful businesspeople must be able to analyze a situation, examine various alternatives, and identify solutions to solve problems. This innovative program combines bridging courses (such as business math, statistics, writing, and management techniques) with more specific coursework in the areas of human resources management, marketing, financial management, industrial relations, project management, research, strategic management, information systems, and management of innovation, as well as special topics in areas such as environmental sustainability.

WHO WILL BE TEACHING ME?

Our professors are committed teachers who are passionate about communicating their knowledge about a subject they love while cultivating enthusiasm in their students. UFV faculty members have earned credentials from world-class business schools and have significant industry experience.

WHAT DO I NEED TO GET IN?

You should have at least five years work experience and a provincial certificate of qualification or inter-provincial certificate of qualification in a trade, held for at least one year. You will be asked

to submit a 500-word written statement outlining why you wish to earn a BBA, the life/work experiences that have contributed to your decision, and the experiences that you believe have prepared you for the program. We would also like to meet you in person for a short interview.

If you do not meet all of these certification requirements, you may still be considered for admission. Contact the department to find out more at 604-854-4551.

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.

HOW MUCH WILL IT COST?

You can get a breakdown on UFV tuition and other fee details through UFV’s Admissions & Records web page at www.ufv.ca/ar. In addition to tuition, your costs include books, supplies, housing, meals, transportation, and personal expenses.

You may be required to purchase one or more computer software packages; these costs should not exceed \$200 per year and are in addition to your textbooks costs. You should also consider purchasing or arranging access to an industry-compatible computer.

It’s worth a visit to UFV’s 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.

HOW LONG WILL IT TAKE? CAN I CONTINUE TO WORK WHILE I COMPLETE MY STUDIES?

If you choose to study full-time, you can complete your degree in as little as a year and a half. You can also choose to complete the program by studying part-time, in which case it would take you four years to complete.

BACHELOR OF BUSINESS ADMINISTRATION (TRADES MANAGEMENT)

BRIDGING COURSES

COURSE #	TITLE
BUS 202	Contemporary Management
ENGL 105	The Reading and Writing of Prose
BUS 162	Mathematical Methods for Business
and MATH 106	Statistics I

SEMESTER V

COURSE #	TITLE
BUS 201	Human Resources Management
BUS 227	New Business Development
BUS 301	Economic and Business Statistics
BUS 339	Introductory Financial Statement Analysis
BUS 305	Industrial Relations

SEMESTER VI

COURSE #	TITLE
BUS 320	Business Research Methods
BUS 321	Business to Business Marketing
BUS 349	Financial Management I
BUS 404	Management Science
BUS 406	Compensation and Benefits

SEMESTER VII

COURSE #	TITLE
BUS 423	Services Marketing
BUS 440	Management Information Systems
BUS 457	Project Management
<i>BUS</i>	<i>Upper-level Elective</i>
<i>BUS</i>	<i>Upper-level Elective</i>

SEMESTER VIII

COURSE #	TITLE
BUS 403	Strategic Management
BIO 420	Special Topics (Global Sustainability)
BUS 430	Management of Innovation
<i>BUS</i>	<i>Upper-level Elective</i>
<i>BUS</i>	<i>Upper-level Elective</i>

I'M INTERESTED. WHAT'S THE NEXT STEP?

It's best to check out our online calendar at www.ufv.ca/calendar and download an application form. Read the Business Administration section of the calendar carefully. Fill out the application form and submit it, along with the required documents and the \$45 application fee, to the Admissions and Registration office at any UFV campus or centre. You can also transmit it through the internet at www.pas.bc.ca.

WHEN SHOULD I APPLY?

Apply right away. Applications are accepted on a continuing basis throughout the year. You can get started right away by taking some or all of the bridging courses noted above. Consider enrolling in the Contemporary Management (BUS 202) course first to see how you like it.

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. Business students can also take advantage of the Business Administration Student Association (BASA), which organizes events and forums and provides student support.

CAN I SPEAK WITH SOMEONE ABOUT MY OPTIONS?

Contact Business Administration department head Mark Breedveld at 1-888-504-7441, local 6308, directly at 604-851-6308, or via email at mark.breedveld@ufv.ca, or contact the program advisor at 604-854-4551, or e-mail businfo@ufv.ca. You can also visit the web at www.ufv.ca/bbatrades.

You can also contact Student Services at 1-888-504-7441 to connect with an educational advisor, or arrange for career counselling.



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.



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

www.ufv.ca/bbatrades

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