

Business Administration

CERTIFICATE OR DIPLOMA

Why study Business Administration?

Whichever career path you choose, it will likely involve some aspects of business. Consider any profession from artist to doctor, lawyer to pilot, welder to police officer: they all need to understand how business works.

Because few business situations mirror exactly the examples from textbooks, the study of business involves both theory and practice. Successful businesspeople must be able to analyze a situation, examine various alternatives, and combine parts of solutions to solve the particular problem being faced. UFV's Business Administration programs can provide you with the relevant preparation for a role in business and/or organizational management. As a business student you will develop an effective foundation of skills and knowledge that are applicable to everyday business transactions.

WHY STUDY BUSINESS ADMINISTRATION AT UFV?

UFV has a variety of programs that range from a one-year certificate to a four-year degree that will allow you to keep your options open while working toward a career goal. Several of these programs are offered part-time, which allows you to keep your options open. You can join us straight from high school and complete the Business Administration diploma — from there you can “ladder” directly into third year of the Bachelor of Business Administration (BBA) degree program. You also have the option of entering the workforce after completing your diploma and then studying part-time towards your degree. Or you can come back and study full time after working for a few years.

As a UFV business student, you can also combine your studies with co-operative education work terms. If you wish, you can enter the third year of the degree program after completing an equivalent business administration diploma from another Canadian institution or you can consider our BBA (Aviation) degree, open to first-year students in aviation. Graduates of the Aviation diploma program from UFV and other institutions can enter the BBA (Aviation) at the third-year level.



“The Business diploma and certificate programs prepare students to enter the workforce or ladder into the BBA with a solid foundation of applied knowledge and skills.”

— LORNE MACKENZIE,
UFV Business Administration.

Business Administration



“The applied approach to theory classes along with the small class size, approachable instructors, and extra-curricular opportunities with the Business Administration Student Association provide a strong foundation for students in the diploma and certificate programs.”

— ALEX MCAULAY, Business Admin grad 2008.

WHAT ARE THE ENTRANCE REQUIREMENTS?

It's best to consult the current UFV calendar at www.ufv.ca/calendar for detailed entrance requirements. Be sure to investigate the possibility of earning credit from any previous courses in business you may have taken, or transferring credit from other post-secondary institutions. Here is a breakdown of what you'll need.

- 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), or CMNS 125.

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.

HOW DOES THE CO-OP PROGRAM WORK?

It's the best of both worlds. UFV's co-operative education option combines 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 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.

WHO WILL BE TEACHING ME?

Our teachers are committed instructors 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 around the world and have significant industry experience.

HOW MUCH WILL IT COST?

You can get a breakdown on UFV tuition and other fee details through UFV's Admissions & Records web page. Textbooks, which will cost between \$1,000–1,200 a year, should be considered an investment and become part of your business library. 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 budget planning worksheet is available online at www.ufv.ca/fineaid/budget.

WHAT WILL I STUDY?

Here is a break down of UFV's two-year diploma program.

SEMESTER I

COURSE #	TITLE
BUS 100 or BUS 102	Introduction to Business Management
BUS 120	Essentials of Marketing
BUS 143 or BUS 145 ¹	Accounting I Accelerated Financial Accounting
BUS 162	Mathematical Methods for Business
CMNS 125 ³	Business Communications I

SEMESTER II

COURSE #	TITLE
BUS 144 or BUS LL ¹	Accounting II <i>Business Lower-level elective</i>
BUS 160 ² or CIS 110 ²	Computerized Business Applications Computerized Business Applications
BUS 221, 223, or 224	<i>Marketing elective</i>
CMNS 251	Professional Report Writing
<i>Elective</i>	<i>Business or general elective</i>

Footnotes:

- 1 Students taking BUS 145 must take an additional business elective for three credits.
- 2 Familiarity with Windows is essential. CIS 100 with a grade of C or better is recommended.
- 3 Requires CPT (Composition Placement Test) of 48 or better, or an B in ENG 12, LIT 12, or Technical and Professional Communication 12 or equivalent. Students must meet the prerequisites for CMNS 125. Please visit www.ufv.ca/calendar for a list of ways to meet this requirement.

SEMESTER III

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

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 options at UFV

BUSINESS ADMINISTRATION DIPLOMA

This two-year diploma program will provide you with the skills for a successful business career. Diploma students study the fundamentals of marketing, accounting, economics, and management, along with business writing, mathematics, and computing. We also have a co-operative education option, so you can combine your studies with three paid work-terms that will provide you with valuable on-the-job experience. The diploma with co-op option takes 28 months to complete. Degree students may also pursue the co-op option by completing additional work-terms. After completing the diploma, you can enter the workforce, or continue your studies for another two years and complete your degree, or combine work and part-time studies.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

The four-year BBA degree program provides for advanced study in the theories and principles of modern business and sharpens essential business skills. For more information on the degree program, see the UFV calendar, the BBA (Aviation) brochure, or the Bachelor of Business Administration program info sheet.

ACCOUNTING CERTIFICATE

This program prepares you for a career in accounting or financial management, and provides significant advance credit towards the professional program of the Society of Management Accountants, the Certified General Accountants, and the Institute of Chartered Accountants. You can take this program on a part-time basis over several years or on a full-time basis in three semesters.

ADMINISTRATION CERTIFICATE

This part-time program consists of 12 courses (six core courses and six electives) that you can complete on a part-time basis over several years. It provides a background in the fundamentals of administration, and offers some opportunity for specialization.

MARKETING AND SALES CERTIFICATE

This is also a part-time program with 12 courses (eight core courses and four electives). If you are already working in marketing or sales, this program will provide additional development. It is also a solid educational background for those currently in other fields but planning a career in marketing and sales.

MINOR IN BUSINESS ADMINISTRATION

UFV offers a business minor available to UFV Bachelor of Arts, Bachelor of Computer Information Systems, Bachelor of Kinesiology, and Bachelor of General Studies students. For further information about this option, check out the UFV online calendar and contact the Business program advisor or the program advisor in your current area of study.

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. If you plan to start your studies in the fall, your application should be received no later than January 31 of that year. Applications received after this deadline will be considered if space is still available in the program.

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. As a business student you 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?

Absolutely. We want to hear from you! In fact, we highly recommend that you sit down with a program advisor for help with program planning and course selection. Contact Student Services at 1-888-504-7441 to connect with an educational advisor, or arrange for career counselling. Feel free to contact the Business Administration program advisor at 604-854-4551, or email businfo@ufv.ca. You can also visit www.ufv.ca/busadmin.

Please note that all UFV programs are subject to change and it's always best to visit the department's website to ensure you have the most up-to-date information.



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.

www.ufv.ca/busadmin



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.

© 2009 UFV, BusAdmCert_SEP09

