

# BUSINESS ADMINISTRATION

The two-year diploma in Business Administration will provide graduates with foundational business and professional skills, a solid grounding in economics, and a foundation in calculus appropriate for advanced studies and/or research in economics, finance and operations. The program is designed to give graduates a developed portfolio of job-ready skills and a wide range of business principles and concepts to expand the graduate's career options.

Some courses may be applicable for credit toward the following KPU Business Degrees:

- Bachelor of Business Administration (BBA) in Accounting (<https://calendar.kpu.ca/programs-az/business/accounting/accounting-bba/>)
- Bachelor of Business Administration (BBA) in Entrepreneurial Leadership (<https://calendar.kpu.ca/programs-az/business/entrepreneurial-leadership/entrepreneurial-leadership-bba/>)
- Bachelor of Business Administration (BBA) in Human Resources Management (<https://calendar.kpu.ca/programs-az/business/human-resources-management/human-resources-management-bba/>)
- Bachelor of Business Administration (BBA) in Marketing Management (<https://calendar.kpu.ca/programs-az/business/marketing/marketing-management-bba/>)

Many of the courses included in this program are articulated with other universities and colleges for ease of course transferability to and from KPU. Please refer to the BC Transfer Guide at [www.bctransferguide.ca](http://www.bctransferguide.ca) (<https://www.bctransferguide.ca/>) regarding the transferability of courses to and from specific institutions in British Columbia. It should be noted that the completion of a KPU diploma does not guarantee admission to other institutions.

Please visit [kpu.ca/business](http://kpu.ca/business) (<https://www.kpu.ca/business/>) for more information on School of Business programs.

## Career Opportunities

The Diploma program focuses on skills and knowledge needed for employment in a variety of careers in commercial industries (business analysis, economic analysis, sales, marketing, customer service, operations), financial services, and retailing companies; unions and crown corporations; and in the municipal, provincial and federal governments

Depending on students' capabilities and interests, graduates will have the skills to develop their own business upon graduation.

The Business Administration Diploma also provides a solid foundation for advanced study in disciplines such as economics, accounting, finance, operations or business.

## Programs

- Diploma in Business Administration (<https://calendar.kpu.ca/programs-az/business/business-administration/business-administration-diploma/>)

## Courses

Registration in some course sections is restricted to students in particular programs. See Timetables - [kpu.ca/registration/timetables](http://kpu.ca/registration/timetables)

(<http://www.kpu.ca/registration/timetables/>) - for current section information.

Visit the BC Transfer Guide - [bctransferguide.ca](http://bctransferguide.ca) (<https://www.bctransferguide.ca/>) - for information about course transfer in B.C.

### BUSI 1101 3 credits

#### Canadian Business Education Foundations

This course provides International students and those new to Canadian education with a greater understanding of expectations in a Canadian business environment, while developing the foundational skills, strategies and communication techniques essential for success in business education in Canada. Students will be introduced to the political, economic, legal, cultural and social landscape that influences Canadian business and will explore a broad range of business concepts in the Canadian context; paying particular attention to BC's business environment. Students will also get an overview of the business communication and academic skills that are required in Canadian business education.

Level: UG

Co-requisite(s): CMNS 1101

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>), PW\_3 (<https://calendar.kpu.ca/courses-az/#pathwaytext>)

### BUSI 1110 3 credits

#### Fundamentals of Business in Canada

Students will explore a broad range of business concepts in a Canadian context. They will learn about various business concepts and tools within the major domains of Economics, Globalization, Ethics, Business Formation, Governance, Finance, Accounting, Marketing, Entrepreneurship, Human Resources, Strategy and Management and discuss their application in a variety of business situations. Students will also explore principles of ethical and responsible behaviour in business organizations.

Level: UG

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>), PW\_2 (<https://calendar.kpu.ca/courses-az/#pathwaytext>)

### BUSI 1115 3 credits

#### Interpersonal and Self-Management Skills

Students will explore the importance of self-awareness and self-regulation skills for success in business. Students will use a self-assessment of their emotional intelligence, evaluate their strengths and identify areas for development. Students will also explore how emotional intelligence can be used in various business scenarios, including leadership, decision making, managing conflict, and working in teams. Additionally, students will be introduced to personal management skills, including lifelong professional learning strategies, effective time and stress management, and how to reflect on self-management skills via e-Portfolio or similar. Students will be active participants, engaging in experiential exercises and practice sessions throughout the course.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributetext>)

**BUSI 1205 3 credits**

**Supervisory Skills**

This course is designed for students in programs other than business management. It is primarily intended for students in the Horticulture Technology program, but it may also be of interest to students in other disciplines who are preparing for supervisory positions in various fields. The role of supervisor is presented within the framework of the four functions of management: planning, organizing, leading and controlling. Students will be introduced to contemporary supervision techniques, participative leadership and team concepts which can be applied at the supervisory level.

Level: UG

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 1209 3 credits**

**Business Management in Horticulture**

Students in Horticulture will learn the basic concepts of business management needed to be successful in the industry, including: budgeting, cash flow management, working with financial statements, basic banking procedures and dealing with financial institutions. The students also learn basic record keeping and inventory management. Key government regulation affecting horticulture businesses and management of risk in British Columbia will also be covered.

Level: UG

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 1210 3 credits**

**Essentials of Management**

Students will explore management theory topics related to planning, leading, organizing and controlling. Students will explore the role of managers as decision makers and apply select management theories and tools to solve organizational problems. Students will learn and practice case analysis skills and explore principles of team dynamics and project management.

Level: UG

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 1215 3 credits**

**Organizational Behaviour**

Students will learn how the attributes of individuals and groups affect organizational performance and the work environment. Students will explore key theories and concepts of organizational behaviour and develop foundational skills to working effectively in groups or teams. In addition, students will practice formal and informal presentation skills in this course.

Level: UG

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 1250 3 credits**

**Human Resources Management I**

Effective human resource management practices are a cornerstone for building an employee experience where organizations, teams, and individuals can flourish. In this course, students will learn a strategic approach to human resources management, with an emphasis on current management practices relating to inclusive workplaces and employee rights that provides a foundation for organizational success. Students will study and practice HR approaches and procedures such as HRM planning, recruiting, selection, employee relations, labour relations, performance management, compensation, training and development, and health and safety.

Level: UG

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2110 3 credits**

**Values, Rationality, and Power: Developing Wise Organizational Action**

Students will learn the inner political nature of organizations and begin developing skills to become wise agents of action. This course will focus on three elements required to get things done in an organization: values, rationality, and power. Students will learn how these attributes impact people's ability to achieve goals and how, though they may lead to conflict, they are the means to build supportive alliances. This course will teach actionable strategies students may apply to manage these political dynamics to drive wise organizational action.

Level: UG

Prerequisite(s): 30 credits from courses at the 1100 level or higher, including ENGL 1100

Cross-listing: ENTR 2110

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2360 3 credits**

**Union Management Relations**

This is a survey of the Canadian labour scene: the historical evolution of Canadian Unionism; the impact of trade unions on industry and commerce; union objectives; employer organizations and labour unions as institutions; existing labour legislation and trends; labour-management relations; mediation and arbitration. The course is largely directed to current events, particularly in B.C.

Level: UG

Prerequisite(s): Second year standing including BUSI 1210 and/or BUSI 1215

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2390 3 credits****Business Law**

Students will learn about the basic operations of the Canadian legal system, the civil litigation process and various aspects of substantive law in Business, including torts, contracts, forms of business organizations, consumer law, property and employment. Students will also explore how contracts are formed, enforced and the remedies possible if contracts are breached. In addition, students will become familiar with important provincial and federal statutes that apply to business organizations.

Students will apply legal principles and concepts and critically evaluate business situations which may arise in the business world. Students in the Post-Baccalaureate Diploma in Accounting have reduced prerequisite requirements. Contact your advisor for registration.

Level: UG

Prerequisite(s): 12 credits from courses at 1100 level or higher, including ENGL 1100. Students in the Post-Baccalaureate Diploma in Accounting require 6 credits at 1100 level or higher (no ENGL 1100 required).

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2405 3 credits****Operations Management**

Students will learn the foundations of operations management strategies and tactics. They will perform qualitative and quantitative assessments of an organization's operations to support decisions that maximize value. Students will solve organizational problems through exercises, case analyses, and discussions individually and in groups.

Level: UG

Prerequisite(s): All of (a) ACCT 1210 or ACCT 2293 (b) BUSI 1210 or BUSI 1215 (c) ECON 1150 (d) MRKT 1199 and (e) BUQU 1230 or MATH 1115 or MATH 2341 or CRIM 2103 or PSYC 2300 or SOCI 2365  
Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>), QUAN (<https://calendar.kpu.ca/courses-az/#quantext>)

**BUSI 2425 3 credits****Business Diploma Capstone**

Students apply and integrate their knowledge of business concepts and models to analyze business problems approximating real-world complexity. Students will apply several key concepts relating to the major functional areas of a business, create and evaluate solutions to achieve business goals and make realistic management decisions. They will also practice presentation skills by creating and delivering presentations to different audiences. In addition, students will reflect on self-development via e-portfolio. Students will be active participants in this course through exploring real-world and case scenarios, reflections and exercises.

Level: UG

Prerequisite(s): 24 credit hours of 1100-level or higher including (ACCT 2293 or ACCT 1210), CMNS 1140, ECON 1150 and MRKT 1199  
Co-requisite(s): BUSI 2405

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2465 3 credits****Negotiation Skills**

Students will explore negotiation and persuasion strategies and tactics that may be used to achieve a variety of business objectives. They will evaluate situations that call for negotiation and persuasion and develop plans for effective negotiation. Students will practice and apply negotiation skills in class through role plays or other simulated negotiation scenarios.

Level: UG

Prerequisite(s): BUSI 1210 or BUSI 1215

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2490 3 credits****International Business**

Students will study modern strategic approaches and implementation activities used in the creation and operation of successful international businesses. They will develop specific managerial skills in order to deal effectively with international business matters from the techniques of international business transactions to the challenges of globalization, including the roles of culture, political economy, and technology. Students will be exposed to leading practices employed by entrepreneurs and managers and will apply the theories and concepts to solve problems through exercises, case analyses, and a term project involving direct or simulated work with real-world organizations. This course is designed for students who already possess a basic understanding of business fundamentals.

Level: UG

Prerequisite(s): 15 credits at 1100-level courses or higher including at least one of BUSI 1210 or 1215. Note: ECON 1250 is recommended.

Attributes: ASTR (<https://calendar.kpu.ca/courses-az/#astrtext>), BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)

**BUSI 2500 6 credits****Design Thinking: Food System Connectivity in Design, Business and Agriculture**

The study of agriculture-business and food systems facilitates transdisciplinary learning and research that is intimately linked to the understanding of sustainability and the cultures that they are embedded in. This Field School will provide opportunities for students to implement problem solving and critical thinking methodologies to help students develop an understanding of the important role that agriculture and food systems play in connecting all aspects of the economy, business, environment and society as well as the value of regional food systems. Students will visit farms and food related businesses locally, nationally and/or internationally. When studying food systems, students will compare and contrast financing, marketing, pricing and logistics of food production. NOTE: Students will spend two weeks at the Field School site in addition to class sessions on campus before and after travel. Students must be nineteen years or older at the start of the course. Students may earn credit for only one of DESN 2500, AGRI 2500 or BUSI 2500 as they are identical courses. Note: Additional fees will apply to meet field trip expenses.

Level: UG

Prerequisite(s): 30 credits from courses at the 1100 level or higher.

Cross-listing: DESN 2500

Attribute: BUSI (<https://calendar.kpu.ca/courses-az/#courseattributestext>)