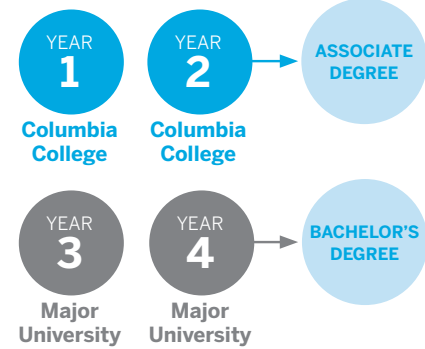


ASSOCIATE OF ARTS DEGREE

# Business Administration Concentration

An Associate Degree is equivalent to the first two years of a four-year university degree. Universities in British Columbia will guarantee 60 transfer credits to holders of an Associate Degree. Students must meet the grade point average (GPA) established by each university for admission. Upon completion, students qualify to apply for a post-graduate work permit in Canada.



## Program Overview

- The Associate of Arts Degree in Business Administration provides students with a foundation in business knowledge. It also prepares students to pursue a Bachelor's degree in Business Administration or a related field
- Students will gain an understanding of contemporary business principles and practices.
- Students will be able to explore various topics in Business that includes business & professional skills, marketing, economics, technology, calculus, finance and operations.
- Since Business requirements vary among institutions, students must ensure that the courses taken are relevant to the institutions they intend to transfer to.

## Skills Gained

- Strong written and verbal communication and etiquette in a formal business environment.
- Leadership qualities for team environments.
- Public speaking and presentation abilities.
- Awareness of globalization and cross-cultural issues.

## Accelerated Associate Degree: Tri-mester system

Students benefit from the tri-mester system with intakes in January, May, and September. This means students can take more courses over a 12-month period and can complete an Associate Degree in 16 months or two years.

School System	Semester 1				3-4 week break	Semester 2				3-4 week break	Semester 3				3-4 week break	Semester 4			
	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr		May	Jun	Jul	Aug		Sept	Oct	Nov	Dec
Trimester Fast Track: 16 months	4 COURSES					4 COURSES					4 COURSES					4 COURSES			

Students take a minimum of 3 and a maximum of 5 courses per semester.

Students who do not wish to accelerate can complete an Associate Degree in 2 years.



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Established 1936

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ASSOCIATE OF ARTS DEGREE





# Business Administration Concentration

## Program Curriculum Framework

**Must include:** All requirements of an Associate of Arts Degree  
20 courses (minimum 60 credits) of 1st & 2nd year courses, to include at least 6 courses (minimum 18 credits) in Arts at the 2nd year level, taken in two or more subject areas.

<b>1st year courses</b>	BUSN 250 Introduction to Marketing
MATH 111 or 113 or 115 (First year Calculus)	BUSN 272 Organizational Behaviour
ECON 103 Microeconomics	BUSN 290 Management Science
ECON 105 Macroeconomics	BUSN 291 Business and Economics Applications of Statistics
<b>4 Business courses from the list below</b>	BUSN 298 Corporate Finance and Capital Markets
ACCT 251 Financial Accounting	CSCI 237 Introduction to Computers and Information Systems in Business
ACCT 254 Managerial Accounting	ECON 207 Managerial Economics

## Career Possibilities

 <p><b>ADVERTISING &amp; MARKETING</b></p> <ul style="list-style-type: none"> <li>Communications Specialist</li> <li>Events Coordinator</li> <li>Marketing &amp; Communications Coordinator</li> <li>Public Relations Coordinator</li> </ul>	 <p><b>ACCOUNTING</b></p> <ul style="list-style-type: none"> <li>Bookkeeper</li> <li>Accounting Clerk</li> <li>Accounts Payable Clerk</li> <li>Payroll Clerk</li> </ul>	 <p><b>BANKING, FINANCE &amp; INSURANCE</b></p> <ul style="list-style-type: none"> <li>Claims Adjustors</li> <li>Financial Clerk</li> <li>Mortgage Broker Assistant</li> <li>Pension Plans Clerk</li> </ul>	 <p><b>BUSINESS MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Data-Entry Clerk</li> <li>Office Administrator</li> <li>Purchasing Clerk/Assistant</li> </ul>
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\* Average estimated starting salary for these listed jobs in Canada

**\$40,737 - \$55,680**

(Labour Force Survey/Statistics Canada)

Approximately **748,500** job openings in British Columbia within the next 10 years will require some form of post-secondary education.

(British Columbia Labour Market Report Outlook: 2023 Edition, p. 4)

**#1** in Canada, B.C has the highest salary increase for 2023 for all industries compared to all over provinces.

(www.hrreporter.com)

### Who should apply?

Students who:

- wish to acquire career-ready skills that will translate over to the competitive business world.
- have goals of managing and operating a business.



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