

# DIPLOMA IN BUSINESS ADMINISTRATION WITH CO-OP

Build a solid foundation of the knowledge and skills needed for a career in Business Administration, including understanding how organizations work and how to assess and solve business problems.

This program includes courses in all areas of business, ranging from interpersonal communication to business analytics.

## Campus

Vancouver, Toronto

## Class Times

Evening classes

Monday – Thursday

6:10 PM – 10:10 PM

There is an extra 5-hour online component per week.

## Program Length

Evening: 92 weeks (40 weeks in class + 12 reading weeks + 40 weeks of co-op)

## Start Dates

2022 Evening: Jan 10, Mar 14, May 24, Aug 8, Oct 17

Reading weeks for 2022:

Mar 7 – Mar 11

May 9 – May 20

July 18 – Aug 5

Oct 3 – Oct 14

Dec 12 – Dec 30

## 2021 Fees

Lessons 15000\$ - Descompte = 7500\$

Material 750\$

Registration 200\$

Health 300\$

Enrollment 2846\$

TOTAL 11,596\$

Optional accomodation 245\$ week

## Working in Canada While You Study

Full-time students who qualify are permitted to work off-campus up to 20 hours per week during their study component.

## Admission Requirements

· Educational Qualification: High School /

Secondary School Diploma or higher education\*

· Interview: Successful interview with a team member.

· English Proficiency: College English Advanced level 12 or IELTS Academic 5.0.

## Co-op Work Experience

During the co-op term, you will practice the Business Administration knowledge you have learned in class and gain Canadian work experience. Co-op is also an opportunity to develop professional contacts within the industry and enhance students' résumés. Students are allowed to work full-time during the co-op component. Your work experience during the co-op term may include entry-level positions as:

- Sales Representatives
- Sales Ambassadors
- Retail Sales
- Marketing Assistants
- Office Administrators

## Courses

Professional Communication

Working Across Cultures

Organizational Behaviour

Project Management

Business Math

Introduction to Accounting

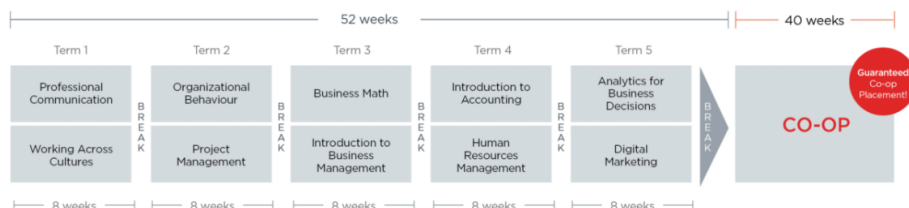
Introduction to Business Management

Human Resources Management

Digital Marketing

Analytics for Business Decisions

CO-OP Work Experience



## Learning Outcomes

By the end of this program, students will be able to:

- Demonstrate effective communication skills in oral, written, and graphic formats that fulfill the purposes of business activities.
- Apply a systematic and research-based approach to critical thinking, problem-solving, and decision-making skills.
- Demonstrate strategies for ongoing personal and professional development to enhance work performance in the business field.
- Assess and use current concepts, systems, and technologies to support business functions and initiatives.
- Perform administrative and project-based tasks required in the workplace.
- Demonstrate leadership and management skills to assist in the planning, directing, and operating of an organization.
- Apply principles of sustainability, social responsibility, and ethics to support an organization's initiatives.