CANADIAN COLLEGE OF TECHNOLOGY AND BUSINESS



Diploma in Business Administration with Co-op

Key Facts

Campus
Vancouver

Qualification
Post-Secondary Diploma

Intakes
January, May, September, November

Learning Partner

This program is powered by QuickBooks. You will learn how to use QuickBooks software for bookkeeping purposes. QuickBooks products are geared towards businesses of all sizes and offer on-premises account applications as well as cloud-based versio

Develop your skills and expertise to advance yourself in a successful career as a Businessperson. Throughout this one-year post-secondary diploma, you will develop skills that are critical to running business operations efficiently and effectively including marketing, finance, organizational behaviour, and business strategy.

Program Overview

The Diploma in Business Administration Co-op program acts as a pathway into employment by teaching students the core skills they need to enter one of the following roles: Financial Administrator, Office Services Coordinator and Budget Analyst.

This program is designed for students eager to boost their career in the business sector and develop skills which are critical to advancing in the industry. Learn and develop your knowledge through a highly practical and dynamic program.

Why study this program?

This diploma will equip you with the skills and knowledge needed to kickstart your career in the business sector teaching you everything from the fundamentals of business process management through to strategic decision-making.

Student Journey

WORK + STUDY OPTION



Co-op Experience

The Co-op work experience placement represents 50% of the total program duration. Students will get the opportunity to apply their newly acquired skills within the industry through a guaranteed paid work experience placement opportunity.

Academic	CO-OP + Scheduled Breaks	Graduation
24 Weeks	49 Weeks	73 Weeks

*Scheduled breaks for domestic students may be optional.

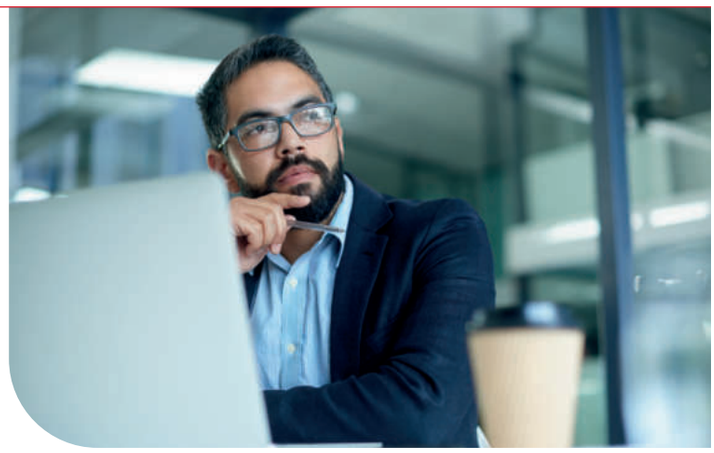
Please see proposed schedule **here**.

Courses

1. Fundamentals of Business Communications
2. Principles of Accounting
3. Business Environments
4. Managing Financial Resources
5. Organizational Behaviour
6. Marketing Principles
7. Business Decision Making
8. Research Project

Career Opportunities

- Office Assistant
- Records Clerk
- Course Co-ordinator
- Office Administration Clerk
- Bill Sorter
- Broadcast Clerk
- Filing Clerk
- Card Filer



Learning Outcomes

Upon completion of the diploma program, you will be able to demonstrate knowledge in all aspects of business administration; utilize process management tool suites; create and maintain business reports; understand strategic planning and much more.

Admissions Requirements

- Good command of English language*.
- High school diploma or equivalent from an approved government institution of applicant's home country, or applicant is minimum 19 years of age.

For non-native speakers:

- Successful completion of CCTB EAP (English for Academic Purposes) Level 4 or
- Have the required IELTS 5.0 score or equivalent or
- Pass the CCTB English Assessment (Written onsite or online with exam proctor)

*For more information on English language requirements, please see our Language Proficiency Assessment Policy.

Apply now!

Canadian College of Technology & Business
626 W Pender St, Vancouver, BC V6B 1V9, Canada
DLI: O134304821852
info@canadianctb.ca
@CanadianCTB
www.canadianctb.ca