



Diploma in Business Administration

CO-OP

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.

Key Facts



Campus
Vancouver



Qualification
Post-Secondary Diploma



Program Duration
60 Weeks | 960 Hours



Academic
24 Weeks | 480 Hours



Placement
24 Weeks | 480 Hours | CO-OP



Intakes
MAY 2021 | JUL 2021
SEP 2021 | NOV 2021

Program Overview

The Business Administration Diploma (CO-OP Program) acts as a pathway into employment by teaching students the core skills they need to enter one of the following roles: Accounting Manager, Financial Administrator, Office Services Coordinator, Financial Planning and Analysis Manager 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 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.

This program includes **12 weeks** of scheduled breaks.



**International Tuition
Fee after Scholarship***

~~\$13,500~~
CAD **\$9,500**

*Additional fees may apply. Textbook costs are not included.



Learning Outcomes

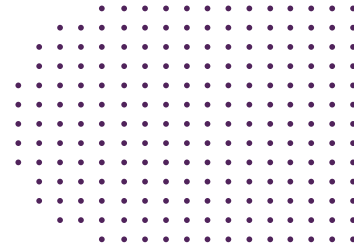
Upon completion of the diploma program, you will be able to demonstrate knowledge all aspects of business administration; utilize process management tool suites; create and maintain business reports; understand strategic planning and much more.

Career Opportunities

Studying the Business Administration program will provide you with skills that you can take into many different roles. Some roles you could consider pursuing after you finish the program include:



- Human resources manager
- Financial control manager
- Account records manager
- Financial planning and analysis manager
- Project administration officer



Entry Requirements

- 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 5.5 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 Policy.

Courses



- Fundamentals of Business Communication
- Principles of Financial Accounting
- Business Environment
- Managing Financial Resources
- Organizations and Behaviour
- Marketing Principles
- Business Decision Making
- Research Project



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 versions.

Apply
now!

Canadian College of Technology & Business

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