



Business Foundations with Co-op

The Certificate in Business Foundations with Co-op is a 6-month program for students preparing for positions of responsibility in areas such as Marketing, Finance, Human Resources and Management.

Key Facts



Campus
Vancouver



Qualification
Certificate



Start Dates
Jan, Mar, May, Jul, Sep, Nov

Program Highlights

The Program introduces the students to various concepts of business operations, structures and functions that may be required to run a business. The Program aims to develop student's conceptual and practical knowledge of various tools and techniques that they could use in a business environment by optimizing the use of resources.

This Program aims to provides students with:

- The necessary skills, knowledge to be immediately effective within the business environment
- Cognitive skills, problem-solving skills, improve their ability to communicate and operate effectively as individuals within an organization and as part of a team

This program includes 240 hours of academic delivery followed by 240 hours of co-op work experience with an established business enterprise in the Greater Vancouver Area or anywhere in Canada.

Delivery Methods

- In-Class
- Combined Delivery (Both In-Class and Distance)

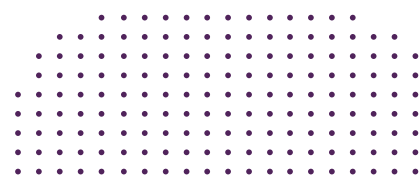
Why study this program?

Growing global demand for ...

Administrative Services Officer, Office Administrator, Administrative Services Coordinator, Office Services Coordinator, Office Administration Clerk, Administrative Support Officer, Administrative Technician, Budget Analyst, Business Services Officer, Documentation and Projects Analyst, Office Administrative Technician, Operations Officer, Project Administration Officer, Records Administrator.

Becoming an industry leader...

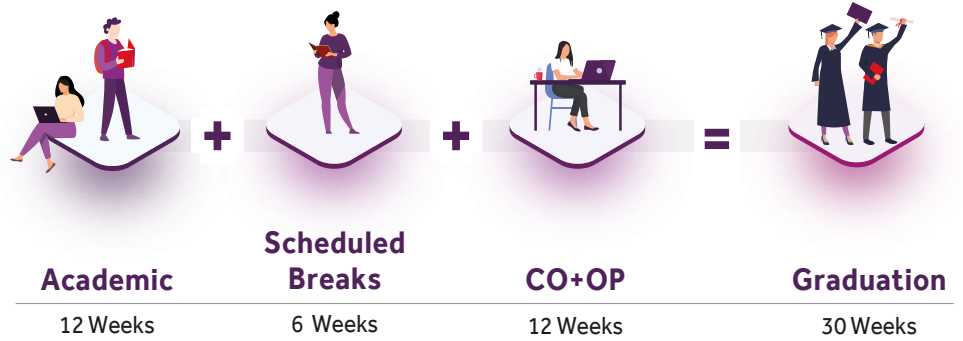
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Student Journey

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.



* Please see proposed schedule [here](#).



Learning Objectives

Knowledge Competencies

- Knowledge of how to develop effective communication skills using office software, time management and interpersonal communication in a business environment
- Knowledge of where and how to access sources of finance for a business and decision-making process behind that
- Knowledge of individual and group behavior in organizations and the current theories and their application in managing behavior in the workplace
- Knowledge of the fundamental concepts and principles that underpin the marketing process

Skill Competencies

- Use basic tools, technology and skills required to effectively communicate and manage time in a workplace
- Evaluate appropriate sources of finance for a business project
- Evaluate the impact of technology on team functioning within a given organization
- Plan marketing mixes for two different segments in consumer markets

Career Opportunities

- Administrative Services Officer
- Administrative Services Coordinator
- Office Administration Clerk
- Administrative Support Officer
- Administrative Technician
- Budget Analyst
- Business Services Officer
- Documentation and Projects Analyst
- Office Administrative Technician
- Project Administration Officer

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.



Admissions Requirements

- Good command of English language
- High school diploma or equivalent from an approved government of applicant's home country, or applicant is minimum 19 years of age
- Students are required to bring their own computers to class

For more information on Admission Requirements, please review the [CCTB Admissions Policy](#).

For non-native speakers:

- Successful completion of CCTB EAP (English for Academic Purposes) Level 2 or
- Have the required IELTS 4.5 score or equivalent
- Pass the CCTB English Assessment (Written onsite or online with exam proctor)

For more information on English Language Requirements, please review the [CCTB English Language Policy](#).

**Apply
now!**

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