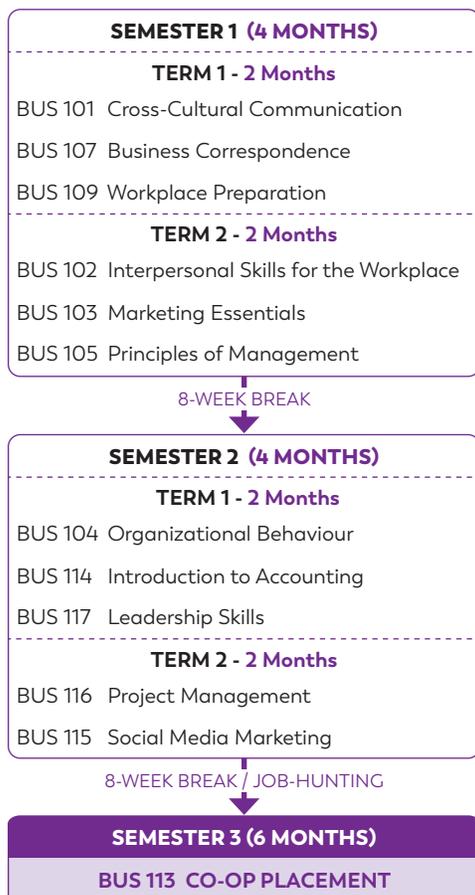




PROGRAM SEQUENCE



- You will be able to work full-time during the co-op terms and part-time during the study terms.
- The schedule is subject to change without notice.
- Friday classes may be provided online.

HIGHLIGHTS

- Business projects and real-life workplace simulations provide practice of critical skills required in today's workplace
- Provides students with familiarity of current opportunities in the job market and teaches techniques to secure relevant employment
- Provides students with an essential business foundation and leadership skills
- Full Co-op job placement and career development support

PROGRAM DESCRIPTION

The program will provide students with practical skills and strategies as well as specialized knowledge required to be effective leaders and managers. Students will acquire a well-rounded set of essential skills necessary to guide businesses towards meeting their strategic goals. With a focus on real-world business applications of key management concepts, students will develop broad skillsets that may be applied to management, marketing, accounting, communication, and leadership.

CO-OP

VanWest College's Co-op has a strong system in place and a solid foundation of host company partnerships across various industries; a system that equips students with the adequate knowledge and skills to help them succeed in getting work placement in an English environment. Students receive first-hand experience in how job-hunting works in Canada through various activities that are offered by the Co-op department, such as on campus activities, and information sessions etc. Depending on our student needs, the Co-op department will provide regular counselling and training until students secure their placements. Graduates will be able to perform multifaceted business functions such as project management, business analysis, accounting, sales, teamwork, and research to support the marketing activities of an organization.

OVERVIEW

Program Length	<ul style="list-style-type: none"> • 18 months (total 72 weeks) • Academic Study 8 months (total 616 hours) • Co-op 6 months (total 616 hours)
Potential Career Opportunities	<ul style="list-style-type: none"> <li style="width: 50%;">• Account Services Representatives <li style="width: 50%;">• Assistant Project Coordinator <li style="width: 50%;">• Assistant Manager/ Administrative Assistant <li style="width: 50%;">• Retail Management
English Admission Requirements	<ul style="list-style-type: none"> • Completion of EAP 300 with a final grade of 75% from VanWest College (Vancouver or Kelowna), or • IELTS Academic 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or • Cambridge English Qualifications: B2 First exam (FCE): Minimum overall score of 160 or grade "C", or • EIKEN Pre-1 with a combined score of at least 2450, or • Pearson Test of English (PTE) Academic with no single score lower than 50 or with an overall score of 52 and above
Academic Admission Requirements	<ul style="list-style-type: none"> • High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	<ul style="list-style-type: none"> • Vancouver
Start Dates	<ul style="list-style-type: none"> • 2026: Jan 19, Mar 16, May 11, Jul 6, Aug 31, Dec 21 • 2027: Apr 12, Sep 27
Fees	<ul style="list-style-type: none"> • Tuition: \$13,500 • Application Fee: \$250 • Student Services Fee: \$250 • Total Fee: \$14,000 <p style="font-size: small;">*Textbook costs are not included</p>
Credential Upon Graduation	<ul style="list-style-type: none"> • Business Management Co-op Diploma • Reference letter(s) from Co-op work placement

SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
3:00 - 5:45 PM	Lecture 1	Lecture 3	Lecture 1	Lecture 3	Lecture 1 or 3
6:00 - 9:30 PM	Lecture 2	Lecture 4	Lecture 2	Lecture 4	





COURSE DESCRIPTION

BUS 101 Cross-Cultural Communication

This highly interactive, face-to-face course provides an understanding of the interpersonal communication skills required to develop constructive relationships in the multicultural workplace. This course explores foundational theory. Sources of interpersonal difference and barriers to understanding are examined.

BUS 102 Interpersonal Skills for the Workplace

This highly interactive course provides opportunities for students to develop teamwork, interpersonal, speaking and listening, problem solving, and leadership skills in a face-to-face setting. Core components include foundational interpersonal communications theory, verbal and non-verbal communications skills, and ethical interpersonal behaviour.

BUS 103 Marketing Essentials

This introductory course examines the application, management, and trends of marketing in the Canadian and global marketplace. Students will explore the primary elements of the Marketing mix (Product, Price, Promotion, and Place); how to utilize the elements of the Marketing mix to create value for the customer, and how to satisfy consumer needs.

BUS 104 Organizational Behaviour

This course provides an overview of organizations and management from the behavioural sciences perspective. The course explores factors shaping individual, group, organizational, and cultural dynamics. Students will apply the concepts and discuss the various perspectives to better enable them to examine their own behaviour and beliefs.

BUS 105 Principles of Management

This course covers the basic concepts of the management process: planning, organizing, staffing, leading, and controlling. Students will develop an overview of the functional areas of business and an understanding of the complex world in which organizational decisions are made. Emphasis is placed on how functional areas are integrated to achieve goals.

BUS 107 Business Correspondence

This “hands-on” course covers communication theory, aspects of written communication, and introduces students to public speaking. On completion of this course, students will be able to: package thoughts clearly, provide clearer communication of both written and verbal messages, and write error free business-related documents.

BUS 109 Workplace Preparation

This course covers basic skills involved in finding and securing employment. The topics in this course all relate to job search strategies, including creating an effective resume, writing a professional cover letter, practicing interview techniques, networking, using the Internet to job search, and understanding labour services.

BUS 114 Introduction to Accounting

This course will introduce the concepts of accounting within the context of business in a Canadian environment. Students develop the ability to prepare and analyze the financial statements of public corporations. Topics include accounting as an information system; introduction to income measure; the accounting cycle; cash and financial statements.

BUS 115 Social Media Marketing

This course provides an overview of social media in order to understand its use in building business relations. Students will explore how to develop social media marketing initiatives that are designed to meet business objectives. Students will learn how to maintain an effective online presence that goes beyond *Facebook* and *Twitter*.

BUS 116 Project Management

This course will present the essential skills students need to make effective contributions and to have an immediate impact on the completion of projects. Coverage of the latest business developments and challenges acquaint students with issues such as project constraints, stakeholder issues, and the project charter.

BUS 117 Leadership Skills

In this course, students will develop strong interpersonal skills and increase their awareness of the importance of people skills in today's organizations. They will develop critical core skills along with individual performance through group interactions, role playing, lectures, and practice sessions. They will focus on the role of supervisors and managers at the front-line.

BUS 113 Co-op Placement

As an integral part of the Business Management Co-op Diploma, the Co-op is designed not only to provide a period of full time productive employment in the Canadian work place, but also enables students to apply classroom theory and skills to that employment. Students will experience real-world business practices and return to the classroom with new perspectives gained from their employment. Students will be able to perform multifaceted business functions in occupations such as: project management, business analysis, accounting, sales, teamwork, and research to support the marketing activities of an organization. Students must submit a reflective task assignment after completion of required Co-op hours.