VAN WEST COLLEGE

VOCATIONAL COLLEGE PROGRAMS

2026-2027

ENGLISH

YOUR CAREER STARTS HERE!

100% GUARANTEED PAID CO-OP JOBS PLACEMENT SUPPORT: Paid co-op work is an amazing opportunity to integrate academic studies with related employment experience. You will leave prepared with the practical job-ready skills that today's employers are looking for!

PROGRAM	CAMPUS	TOTAL DURATION	ACADEMIC STUDY*	PAID CO-OP
SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA	VANCOUVER	18 MONTHS (72 WEEKS)	8 MONTHS (672 HOURS)	6 MONTHS (672 HOURS)
COMMERCE AND MARKETING CO-OP DIPLOMA *ARTICULATION PATHWAY TO VCC	VANCOUVER	30 MONTHS (120 WEEKS)	12 MONTHS (952 HOURS)	12 MONTHS (952 HOURS)
BUSINESS MANAGEMENT CO-OP DIPLOMA	VANCOUVER	18 MONTHS (72 WEEKS)	8 MONTHS (616 HOURS)	6 MONTHS (616 HOURS)
HOSPITALITY MANAGEMENT CO-OP DIPLOMA	VANCOUVER	15 MONTHS (60 WEEKS)	6 MONTHS (600 HOURS)	6 MONTHS (600 HOURS)
HOSPITALITY MANAGEMENT CO-OP DIPLOMA	KELOWNA	14 MONTHS (56 WEEKS)	6 MONTHS (600 HOURS)	6 MONTHS (600 HOURS)
PROFESSIONAL CUSTOMER SERVICE CO-OP CERTIFICATE	VANCOUVER	9 MONTHS (36 WEEKS)	4 MONTHS (336 HOURS)	4 MONTHS (336 HOURS)
EARLY CHILDHOOD EDUCATION CERTIFICATE	VANCOUVER	11 MONTHS (45 WEEKS)	5.5 MONTHS (550 HOURS)	5 MONTHS (480 HOURS) NON-PAID PRACTICUM
CROSS-CULTURAL BUSINESS COMMUNICATION CERTIFICATE	VANCOUVER	2 MONTHS	2 MONTHS (168 HOURS)	-

* You are also eligible to work part time during your academic study.
(EXCEPTION: CROSS-CULTURAL BUSINESS COMMUNICATION CERTIFICATE)



Receive support for co-op work placement from start to finish



Paid co-op placement from 200+ partner companies



Earn money while studying - Eligible to work part time during your academic study terms



Graduate with confidence & be work–ready



VOCATIONAL PROGRAMS:

WHICH PROGRAM SHOULD I CHOOSE?

COMMERCE & MARKETING CO-OP DIPLOMA

Program Length: 30 months
Co-op Length: 12 months

RECOMMENDED FOR students who want to work in the sales, marketing, and advertising industries for future career

- Focuses on marketing strategy, social media, E-commerce, and sale management learning
- Achieve a 2 year diploma in Canada
- Includes the longest co-op period when students will gain the most working experience in Canada
- Co-op placements are mainly in sales & marketing related fields
- Articulation Pathway to Vancouver Community College (VCC) Bachelor of Hospitality Management degree and get PGWP (Post-Graduation Work Permit) after completing the program

VS

SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA

Program Length: 18 months
Co-op Length: 6 months

RECOMMENDED FOR students who want to work in global trading and logistic sectors for future career

- Focuses on procurement & supply, operations & process, and logistics management
- High employability - graduates are in demand in Canada and globally, opening doors to long-term career opportunities
- Includes the 6 months co-op period when students will gain working experience in Canada
- Co-op placements could be in international trading, manufacturing, purchasing, and logistics fields

VS

BUSINESS MANAGEMENT CO-OP DIPLOMA

Program Length: 18 months
Co-op Length: 6 months

RECOMMENDED FOR students who want to work in international business administration industry

- Focuses on project management, organizational behaviors, leadership skills, and business correspondence
- Develops students' efficient business management and critical thinking skills
- Receive a diploma within 18 months of study
- Includes the 6 months co-op period when students will gain working experience in Canada
- Co-op placements could be in office administrative support, reception, and business sales related areas

HOSPITALITY MANAGEMENT CO-OP DIPLOMA

Program Length: 14 months / 15 months
Co-op Length: 6 months

RECOMMENDED FOR students who want to work in the hospitality industry for future career

- Focuses on managing front office, housekeeping operations, food & beverage services, operations and facilities management & design, security & loss prevention, and supervision in the hospitality industry
- Includes 'site tour' among participating hotels and/or other hospitality firms
- Receive both a VanWest Diploma and AHLEI certificates upon a successful graduation
- Includes 6 month co-op period when students will gain more working experience in Canada
- Co-op placements will be mainly hospitality-related service jobs

VS

PROFESSIONAL CUSTOMER SERVICE CO-OP CERTIFICATE

Program Length: 9 months
Co-op Length: 4 months

RECOMMENDED FOR students want to use English for workplace in the sales & service industry

- Focuses on cross-cultural communication, interpersonal skills for the workplace, and customer service skills
- Receive a certificate within 9 months
- Short-term learning + Canadian workplace experience (including 4 months of coop period)
- Co-op placements could be sales and customer service in retail, hospitality, and tourism-related sectors

* Co-op placements will be based on students' education background, work experience, English ability, and final interview results.







GET READY TO WORK:

VANWEST CO-OP

WHAT IS CO-OP?

Co-op is the abbreviation of Cooperative Education, also known as a type of learning education system that integrates classroom-based knowledge and practical work experience, gained through 'paid work placement'. The program aims to cultivate student's skills and help them launch an outstanding career path in an industry related to their field.

WHAT STUDENTS WILL GET:

- Certificate or Diploma from VanWest College
- A credential / certificate from an institute related to the program
- Professional English resume and interview skills
- Reference letter(s) from co-op work placement

VANWEST CO-OP:

- Since 2016 when our vocational programs were launched, we have successfully placed all of our students into a Co-op job placement.
- 30% of our graduates are consistently hired by their Co-op companies.
- All Co-op job placements are paid, and the wages are above BC's minimum wage.
- On-Campus Co-op department will fully support students in finding a co-op placement.
- Outside the campus, students continue to receive comprehensive support through our VanWest Ready to Work Instagram account. The Co-op Department regularly shares job opportunities, job fair information, testimonials from former co-op students, important announcements, and other valuable resources to assist and guide students.
- The co-op job placements will give students a great opportunity to integrate academic studies with related employment experience. The placements fully depend on a student's ability, work experience, and interviews.
- In the Work Preparation course students will learn how to create an effective resume and a professional cover letter, gain interview techniques, and build networking.
- Students are eligible to work part-time (up to 24 hours a week) during academic study semesters.

CO-OP PLACEMENT PROCEDURES

ORIENTATION

GROUP MEETINGS

WORK PREPARATION COURSE

SEMINARS & WORKSHOPS

INDIVIDUAL MEETINGS

CO-OP JOB PLACEMENT & INTERVIEWS

SUCCESSFUL CO-OP PLACEMENT

CO-OP PROFILES

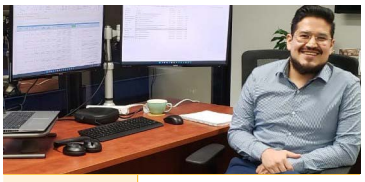
SUPPLY CHAIN MANAGEMENT



NAME	Marcus
INDUSTRY	Transport & Warehousing / Logistic Services
POSITION	Warehouse Associate



NAME	Bilsu
INDUSTRY	Retail Clothing & Clothing Accessories
POSITION	Operations Associate



NAME	Aldo
INDUSTRY	Administrative Accounting
POSITION	Senior Business Analyst



NAME	Jeff
INDUSTRY	Retail
POSITION	Stock Support

COMMERCE & MARKETING



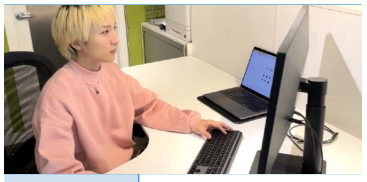
NAME	Augusto
INDUSTRY	Administrative & Support Services
POSITION	Collection Officer



NAME	Camila
INDUSTRY	Services Repair & Maintenance
POSITION	Contents Technician

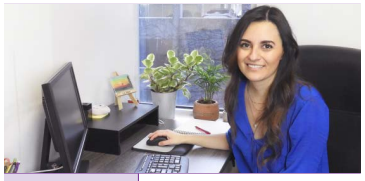


NAME	Ping
INDUSTRY	Convention & Trade Shows
POSITION	Designer Marketing Coordinator



NAME	Ryo
INDUSTRY	Sales Marketing
POSITION	Brand & Promotions Representative

BUSINESS MANAGEMENT



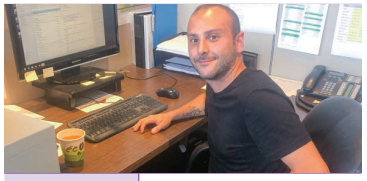
NAME	Yoalli
INDUSTRY	Education College
POSITION	Social Media Coordinator



NAME	Marcos
INDUSTRY	Legal Service
POSITION	Legal Adminstrative Assistant

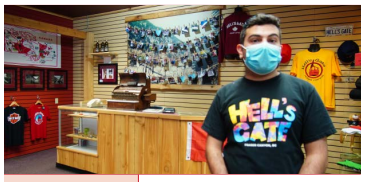


NAME	Liseth
INDUSTRY	Retail Furniture
POSITION	Sales Assistant Manager



NAME	Kivanc
INDUSTRY	Real Estate
POSITION	Administrative Assistant

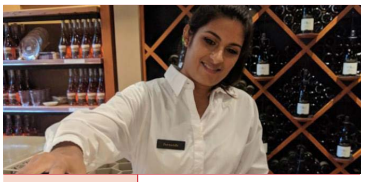
HOSPITALITY MANAGEMENT



NAME	Ilker
INDUSTRY	Recreation (Amusement & Themed Parks)
POSITION	Upper Terminal Leader



NAME	Yuma
INDUSTRY	Hospitality Hotel
POSITION	Guest Service Agent

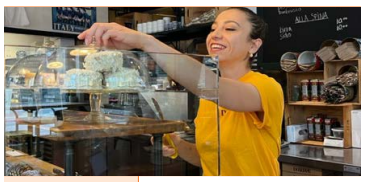


NAME	Fernanda
INDUSTRY	Winery
POSITION	Wine Boutique Associate



NAME	Berfin
INDUSTRY	Hospitality Hotel
POSITION	Front Desk Supervisor

PROFESSIONAL CUSTOMER SERVICE



NAME	Merve
INDUSTRY	Food Services Restaurant
POSITION	Customer Care Assistant



NAME	Koki
INDUSTRY	Technology, Retail Management
POSITION	Home Solutions Specialist



NAME	Shiori
INDUSTRY	Airport Hospitality
POSITION	Guest Server



NAME	Winnie
INDUSTRY	Airport Services
POSITION	Sales Associate

CO-OP JOB OPPORTUNITIES (OVER 200+ PARTNER COMPANIES)

INDUSTRY	OCCUPATION
Finance	Market Analyst
Administrative & Support Services (Convention and Trade Shows)	Designer Coordinator
Finance	Futures Trader
Finance	Equities Trader
Administrative & Support Service	IT Budget Specialist
Wholesale Trade (Industrial Chemical Trade)	Accounts Payable Clerk
Construction	Junior Accountant
Construction	Assistant to project manager
Construction (Building Finishing Contractors)	Floor Installer/Manager
Professional Services (Legal Services)	Legal Administrative Assistant
Professional Services (Marketing Services)	Retail Sales Representative
Retail Trade (Electronics & Appliance Stores)	Specialist
Finance	Market Analyst
Finance	Account Receivable
Real Estate	Community Associate
Amusement & Recreation (Golf Courses & Country Club)	Porter - House
Education Services	Office Coordinator
Health Care	Client Coordinator
Health Care	Dental Receptionist
Retail Trade (Automobile Dealer)	Administrative Assistant
Retail Trade (Clothing and Clothing Accessories - Jewellery)	Marketing/Sales Associate
Transport & Warehousing / Logistic Services	Shipping/Receiving Representative
Manufacturing	Office Assistant
Professional Services (Translation & Interpretation Services)	Project Coordinator
Retail Trade (Clothing & Clothing Accessories)	Sales Associate
Airport Services	Customer Service Agent
Real Estate	Marketing Designer
Professional Services (Research Consulting)	Executive Assistant
Transport & Warehousing / Logistic Services	Warehouse Associate
Food Services (Catering)	Banquet Server
Food Services (Catering)	Catering Server
Accommodation Services (Hotels)	Club Lounge Associate
Transport & Warehousing / Logistic Services	Logistics Coordinator
Retail Trade (Sporting Goods)	Sales Associate
Accommodation Services (Hotels)	Host VIP Services
Social Advocacy Organization	Warehouse Associate
Finance	Scanning Assistant
Real Estate	Research Analyst
Professional Services (Marketing Services)	Administrative Assistant
Retail Trade (Automobile Dealer)	E-Commerce Specialist
Amusement & Recreation (Golf Courses & Country Club)	Banquet Server

INDUSTRY	OCCUPATION
Transport & Warehousing / Logistics Services	Import & Export Assistant – Data Entry
Travel Arrangement & Reservation Services	Customer Care Specialist
Food Services	Front Counter
Food Services	Shift Leader
Airport Services	Sales Associate
Airport Services	Passenger Service Agent
Administrative & Support Services (Convention and Trade Shows)	Designer Coordinator
Accommodation Services (Hotels)	Front desk Agent
Food Services	Shift Supervisor
Retail Trade (Clothing & Clothing Accessories)	Sales Associate
Other Services (Dry Cleaning & Laundry Services)	Administrative Assistant
Energy	Operations Assistant
Administrative & Support Services (Business Support Services - Collection Agencies)	Collection Office
Administrative & Support Services (Business Support Services - Employment Agencies)	Imaging Specialist
Education Services	Activity Assistant
Education Services	Activity Leader
Real Estate	Administrative Assistant
Real Estate	Customer Care Assistant
Real Estate	Office Assistant
Food Services	Assistant Manager
Food Services	Deli Worker
Food Services	Front Counter Server
Food Services	Counter Attendant
Retail Trade (Health & Personal Care)	Sales Coordinator
Retail Trade (Supermarket & Grocery)	Customer Service Team Member
Retail Trade (Food & Beverage - Specialty Food Stores)	Counter Staff
Retail Trade (Food & Beverage - Specialty Food Stores)	Sales Associate
Retail Trade (Clothing & Clothing Accessories)	Stock Associate
Retail Trade (Clothing & Clothing Accessories)	Warehouse Assistant
Retail Trade (Clothing & Clothing Accessories)	Key leader/Retail Connector
Retail Trade (Clothing & Clothing Accessories - Shoe Stores)	Sales Representative
Retail Trade (Furniture & Home Furnishings)	Receiving
Retail Trade (Furniture & Home Furnishings)	Sales Associate
Retail Trade (Furniture & Home Furnishings)	Shipping/Receiving
Retail Trade (Clothing & Clothing Accessories - Jewelry)	Seasonal Sales Consultant
Retail Trade (Clothing & Clothing Accessories)	Advisor
Retail Trade (Electronic & Appliance Stores)	Connected Solutions Advisor
Recreation (Amusement & Themed Parks)	Airtram Operator
Retail Trade (Supermarket & Groceries)	Manager Assistant

CO-OP JOB OPPORTUNITIES (OVER 200+ PARTNER COMPANIES)

INDUSTRY	OCCUPATION
Retail Trade (Furniture & Home Furnishings)	Checkout Services Coworker
Manufacturing	Production Specialist
Health Care	Receptionist
Accommodation Services (Casino Hotels)	Casino Dealer
Recreation (Fitness & Sports)	Reception and Studio Manager
Information & Cultural (Motion Picture & Video Exhibition - Cinemas)	Cast Member
Transport & Warehousing / Logistics Services	Data Entry
Rental Services	Customer Service Representative
Other Services (Repair & Maintenance)	Contents Technician
Other Services (Personal Care Services)	Receptionist & Administrative Assistant
Administrative & Support Services	Office Host
Administrative & Support Services	Customer Service and Office Assistant
Travel Agency / Administrative & Support Service	Web Division Travel Consultant
Travel Arrangement & Reservation Services	Customer Service Pier Staff
Transport & Warehousing / Logistic Services	Data Entry
Transport & Warehousing / Logistics Services	Relocation Specialist
Professional Services (Marketing Services)	Sales Advisor
Professional Services	Office Assistant
Telecommunications	Sales Associate
Telecommunications	Marketing Representative
Telecommunications	Sales and Marketing Staff
Educational Support Services	Classroom Assistant
Educational Support Services	Administrative Assistant
Educational Support Services	Centre Assistant
Educational Support Services	HR Business Partner
Airport Services	Customer Service Agent
Airport Services	Customer Care Ambassador
Airport Services	Passenger Assistant Agent
Airport Services	Customer Service Luggage Storage
Airport Services	Check-in Agent
Amusement & Recreation (Skiing Facilities)	Guest Experience Representative
Amusement & Recreation (Amusement & Themed Parks)	Administrative Assistant
Amusement & Recreation (Amusement & Themed Parks)	Airtram Operator
Amusement & Recreation (Amusement & Themed Parks)	Customer Service Staff
Amusement & Recreation (Amusement & Themed Parks)	Park Ambassador
Retail Trade (Office Supplies / Electronic & Appliance Store)	Print and Marketing Associate
Retail Trade (General Merchandise)	Sales Associate
Retail Trade (Pet Supplies)	Customer Service Specialist

INDUSTRY	OCCUPATION
Retail Trade (Game Stores)	Sales Associate
Retail Trade (Sporting Goods)	Quality Inspector
Retail Trade (Department Stores)	Purchase Sales Associate
Retail Trade (Gift, Novelty & Souvenir)	Customer Service Retail
Retail Trade (Gift, Novelty & Souvenir)	Sales Associate
Retail Trade (Health & Personal Care)	Customer Service Specialist
Retail Trade (Health & Personal Care)	E-commerce Marketing Coordinator
Retail Trade (Health & Personal Care - Pharmacy & Drug Stores)	Computer Specialist
Retail Trade (Supermarket & Groceries)	Stock person
Retail Trade (Supermarket & Groceries)	Store Associate
Retail Trade (Supermarket & Groceries)	Customer Service Representative
Retail Trade (Supermarket & Groceries)	Produce Department
Retail Trade (Supermarket & Groceries)	Grocery Clerk
Retail Trade (Clothing & Clothing Accessories)	Team Lead
Retail Trade (Clothing & Clothing Accessories)	Sales Associate
Retail Trade (Clothing & Clothing Accessories)	Brand Associate Lead
Retail Trade (Clothing & Clothing Accessories)	Brand Associate
Retail Trade (Clothing & Clothing Accessories)	Order Fulfillment Associate
Retail Trade (Clothing & Clothing Accessories)	Lead Sales Associate
Retail Trade (Clothing & Clothing Accessories - Jewelry)	Seasonal Sales Consultant
Retail Trade (Clothing & Clothing Accessories - Shoe Stores)	Sales Associate
Retail Trade (Clothing & Clothing Accessories - Shoe Stores)	Stock Associate
Retail Trade(Clothing and Clothing Accessories/ Office Supplies)	Sales Associate
Retail Trade (Furnitures & Home Furnishings)	Sales Associate
Retail Trade (Furnitures & Home Furnishings)	Store Associate
Retail Trade (Furnitures & Home Furnishings)	Recovery Coworker
Retail Trade (Furnitures & Home Furnishings)	Cashier
Food Services (Food & Beverage - Specialty Food)	Customer Service
Food Services (Food & Beverage - Specialty Food Stores)	Team Leader/Sales Associate
Food Services (Food & Beverage - Specialty Food Stores)	Barista
Food Services (Food & Beverage - Specialty Food Stores)	Server
Food Services	Product Support Representative
Food Services	Host
Food Services	Admin Assistant
Food Services	Front of House

SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA

PROGRAM SEQUENCE

SEMESTER 1 (4 MONTHS)

TERM 1 - 2 Months

BUS 101 Cross-Cultural Communication
BUS 107 Business Correspondence
BUS 130 Excel for Business Analytics

TERM 2 - 2 Months

BUS 114 Introduction to Accounting
BUS 103 Marketing Essentials
BUS 123 Macroeconomics

8-WEEK BREAK

SEMESTER 2 (4 MONTHS)

TERM 1 - 2 Months

SCM 140 Procurement & Supply Management
SCM 150 Operations & Process Management
BUS 109 Workplace Preparation

TERM 2 - 2 Months

SCM 160 Logistics in Supply Chain Management
BUS 105 Principles of Management
BUS 116 Project Management

8-WEEK BREAK / JOB-HUNTING

SEMESTER 3 (6 MONTHS)

SCM 125 CO-OP PLACEMENT

- 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

- Supply Chain is one of the fastest growing industries in Canada and supply chain management professionals occupy a range of influential positions across companies -procurement, operations, logistics, transportation & trade, consulting, senior management, and more
- Completing the program will transform students into someone with practical business skills and high-demand skills
- Full student support for co-op work placement and career development

PROGRAM DESCRIPTION

This program provides students with foundational background in supply chain management (SCM). Building upon the students' general baccalaureate academic experience, the program begins with a solid foundation in communications and business. The program then goes on to deliver introductory courses in the 3 main areas of SCM: procurement, operations and logistics; before students embark on their Co-op work term. Throughout the program emphasis is placed on the inter-connective nature of SCM, the use of analytics to inform decision-making, and on acquiring knowledge and skills identified through industry consultation.

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 that 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. Students will be able to perform multifaceted business functions in occupational areas such as purchasing, operations, logistics and customer and information services, financial support and project coordination.

OVERVIEW

Program Length	• 18 months (total 72 weeks) • Academic Study 8 months (total 672 hours) • Co-op 6 months (total 672 hours)
Potential Career Opportunities	• Purchasing Agents and Officers • Purchasing Managers • Manufacturing Managers • Business Management Consultants
English Admission Requirements	• Completion of EAP 300 with a final grade of 75% from VanWest College (Vancouver or Kelowna), or • IELTS Academic 6.0+, or TOEFL IBT 79+, or Duolingo 115+, or • Cambridge English Qualifications: B2 First exam (FCE): Minimum overall score of 169 or grade "C+", or • EIKEN Pre-1 with a combined score of at least 2600, or • Pearson Test of English (PTE) Academic with no single score lower than 59 or with an overall score of 62 and above
Academic Admission Requirement	• High School Diploma (Grade 12), or • General Education Development (GED
Offered Location	• Vancouver
Start Dates	• **2026:** Jan 19, Aug 31 • **2027:** Sep 27
Fees	• Tuition: $13,500 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $14,000 *Textbook costs are not included
Credential Upon Graduation	• Supply Chain 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 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 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 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 123 Macroeconomics
This course introduces students to the fundamental terminology, concepts and theories of macroeconomics with an emphasis on international dynamics. Course topics include demand, supply, economic growth, inflation, markets and their impacts on international trade and globalization.

BUS 130 Excel for Business Analytics
This course introduces students to Microsoft Excel and its use in business analytics. Taught in our computer lab, the course presents foundational and intermediate level tools used frequently in business. Topics include creating/modifying worksheets, manipulating data using formulas, functions, and Pivot Tables, and displaying information using sorting, charting, and exporting tools. Experiential rather than lecture-based learning will be the focus.

SCM 140 Procurement & Supply Management
This course introduces students to the roles, policies, procedures, organizational structures and management involved in purchasing and supply management. The course will present purchasing activities in the context of organizational profitability and broader sustainability and corporate social responsibility effects. Methods for supplier evaluation, selection and management will also be covered.

SCM 150 Operations & Process Management
This course introduces students to operations issues in supply chain management. Topics include the basics of collaborative planning, forecasting, replenishment, enterprise resource planning models, lean thinking, Six Sigma and other statistical process control techniques.

SCM 160 Logistics in Supply Chain Management
This course introduces students to basic logistical concepts, structures and processes utilized in the distribution and inventory of goods and services. Financial, organizational, managerial, and strategic approaches will be covered. The use of information technologies to increase efficiency and profitability will be introduced.

SCM 125 Co-op Placement
As an integral part of the Supply Chain Management Co-op Diploma, the Co-op is designed not only to provide a period of productive employment in the Canadian workplace, but also enables students to apply classroom theory and skills to that employment. Students will experience real-world business practices and gain new perspectives from their employment. Students will be able to perform multifaceted business functions in occupational areas such as purchasing, operations, logistics and customer and information services, financial support, and project coordination. Students must submit a reflective task assignment after completion of required Co-op hours.

COMMERCE & MARKETING CO-OP DIPLOMA

PROGRAM SEQUENCE

SEMESTER 1 (4 MONTHS)

TERM 1 - 2 Months

BUS 101 Cross-Cultural Communication
BUS 107 Business Correspondence
BUS 109 Workplace Preparation

TERM 2 - 2 Months

BUS 102 Interpersonal Skills for the Workplace
BUS 105 Principles of Management
BUS 106 Customer Service Skills

8-WEEK BREAK

SEMESTER 2 (4 MONTHS)

TERM 1 - 2 Months

BUS 104 Organizational Behaviour
BUS 114 Introduction to Accounting
BUS 117 Leadership Skills

TERM 2 - 2 Months

BUS 103 Marketing Essentials
BUS 115 Social Media Marketing
BUS 116 Project Management

8-WEEK BREAK

SEMESTER 3 (4 MONTHS)

TERM 1 - 2 Months

BUS 108 Sales Strategies
BUS 120 E-Commerce
BUS 119 Sales Management

TERM 2 - 2 Months

BUS 118 Finance
BUS 121 Market Research

8-WEEK BREAK / JOB-HUNTING

SEMESTER 4 (12 MONTHS)

BUS 122 CO-OP PLACEMENT

- 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.

AFTER SUCCESSFUL COMPLETION OF COMMERCE AND MARKETING AT VANWEST

ARTICULATION PATHWAY TO VANCOUVER COMMUNITY COLLEGE (VCC) BACHELOR OF HOSPITALITY MANAGEMENT

AFTER GRADUATION

POST-GRADUATION WORK PERMIT UP TO 3 YEARS

HIGHLIGHTS

- Increased opportunity for employment in vital labour industries such as Business, Finance and Administration, Management, and Sales and Service occupations where about half of projected job openings are expected to be
- Gain the skills and hands-on experience today's employers are looking for
- Full student support for co-op work placement and career development
- Articulation Pathway to Vancouver Community College (VCC) Bachelor of Hospitality Management degree and get PGWP (Post-Graduation Work Permit) after completing the program

PROGRAM DESCRIPTION

This program focuses on the fundamental principles of business and gives graduates hands-on skills to gain employment in the commerce and marketing sector. The program incorporates current business concepts and real-life examples to illustrate a global view of the corporate commerce and marketing environment.

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 offered by Co-op department such as on-campus activities, 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	• 30 months (total 120 weeks) • Academic Study 12 months (total 952 hours) • Co-op 12 months (total 952 hours)
Potential Career Opportunities	• Technical Sales Representative • Marketing Coordinator • Advertising Assistant • Entrepreneur
English Admission Requirements	• 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	• High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	• Vancouver
Start Dates	• **2026:** Jan 19, Aug 31 • **2027:** Apr 12
Fees	• Tuition: $19,900 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $20,400 *Textbook costs are not included
Credential Upon Graduation	• Commerce & Marketing 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 106 Customer Service Skills
This course provides knowledge and practical skills in public and customer relations. Topics include interpersonal relations; positive customer attitudes and awareness; image and professionalism; quality customer service; special needs customers; dealing with difficult customers; conflict resolution and negotiation; public speaking; and media relations.

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 108 Sales Strategies
This course provides comprehensive coverage of consultative selling, strategic selling, relationship selling, partnering, value–added selling, and sales force automation developing a presentation strategy and management of self and others. Students investigate, discuss, and report their findings to the class.

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 118 Finance
This course provides students with introduction to the theories, applications, and financial tools within a corporate financial environment. Topics include: forms of business, financial statement analysis, ratios, cash flows, valuation of future cash flows, valuation of securities, raising capital, and project evaluation and analysis.

BUS 119 Sales Management
Students prepare for the role of an effective sales manager in today's hyper-competitive global economy by integrating current technology, research, and strategic planning activities. Topics include the role of the sales manager; the buying and selling processes; customer relationship management; organizing the sales force; sales forecasting and budgeting; selecting, training, compensating, and motivating the salesperson.

BUS 120 E-Commerce
Students examine how the Internet is rapidly becoming one of the primary communication, marketing and commercial mediums for businesses in almost every industry, and how managers can effectively use this tool to execute their organization's strategic plans. This course will familiarize students with emerging e-commerce business models and technologies.

BUS 121 Market Research
The main objective of this course is to equip students with the key concepts and methods of marketing research, and allow student to understand how to apply those tools to solve real-life business problems. Topics include an overview of market research and research design, exploratory research; descriptive research; scaling; sampling; and data analysis.

BUS 122 Co-op Placement
As an integral part of the Commerce & Marketing 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 enable 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: customer and information service representative, retail salesperson, financial support worker, marketing coordinator, project coordinator, advertising assistant, and small business owner. Students must submit a reflective task assignment after completion of required Co-op hours.

BUSINESS MANAGEMENT CO-OP DIPLOMA

PROGRAM SEQUENCE

SEMESTER 1 (4 MONTHS)

TERM 1 - 2 Months

BUS 101 Cross-Cultural Communication
BUS 107 Business Correspondence
BUS 109 Workplace Preparation

TERM 2 - 2 Months

BUS 102 Interpersonal Skills for the Workplace
BUS 103 Marketing Essentials
BUS 105 Principles of Management

8-WEEK BREAK

SEMESTER 2 (4 MONTHS)

TERM 1 - 2 Months

BUS 104 Organizational Behaviour
BUS 114 Introduction to Accounting
BUS 117 Leadership Skills

TERM 2 - 2 Months

BUS 116 Project Management
BUS 115 Social Media Marketing

8-WEEK BREAK / JOB-HUNTING

SEMESTER 3 (6 MONTHS)

BUS 113 CO-OP PLACEMENT

- 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

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OVERVIEW

Program Length	• 18 months (total 72 weeks) • Academic Study 8 months (total 616 hours) • Co-op 6 months (total 616 hours)
Potential Career Opportunities	• Account Services Representatives • Assistant Manager/ Administrative Assistant • Assistant Project Coordinator • Retail Management
English Admission Requirements	• 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	• High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	• Vancouver
Start Dates	• **2026:** Jan 19, Mar 16, May 11, Jul 6, Aug 31, Dec 21 • **2027:** Apr 12, Sep 27
Fees	• Tuition: $13,500 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $14,000 *Textbook costs are not included
Credential Upon Graduation	• 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

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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.

HOSPITALITY MANAGEMENT CO-OP DIPLOMA

PROGRAM SEQUENCE

SEMESTER 1 (3 MONTHS)

TERM 1 - 1 Month

HM 349	Managing Service in Food & Beverage Operations

TERM 2 - 1 Month

HM 333	Managing Front Office Operations

TERM 3 - 1 Month

HM 338	Managing Housekeeping Operations

4-WEEK BREAK

SEMESTER 2 (3 MONTHS)

TERM 1 - 1 Month

HM 250	Supervision in the Hospitality Industry

TERM 2 - 1 Month

HM 387	Security and Loss Prevention Management

TERM 3 - 1 Month

HM 281	Hospitality Facilities Management & Design

8-WEEK BREAK / JOB-HUNTING

SEMESTER 3 (6 MONTHS)

HM 498 CO-OP PLACEMENT

- 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

- A great opportunity to develop strong industry connections and gain hands-on skills in the hospitality areas
- Full student support for co-op work placement and career development
- Prepares graduates to work in diverse fields such as lodging/accommodation management, food/ beverage services, travel/tourism, sales and marketing
- Get a certificate by the American Hotel & Lodging Education Institute (AHLEI)
- Includes 'site tour' among participating hotels and/or other hospitality firms

AHLEI AMERICAN HOTEL & LODGING EDUCATIONAL INSTITUTE

PROGRAM DESCRIPTION

The program will provide students with foundational knowledge and techniques related to hotel and restaurant operations, international marketing, food preparation and service, financial analysis, accounting, front and back office operations, and inter-cultural team dynamics. Also, an arranged 'site tour' offers students an unique off-campus learning. They will get a glimpse of the work environment and typical operations in the field, interact with various industry professionals, and gain valuable insights into potential career paths that await beyond their studies.

CO-OP

VanWest College's Co-op has a strong system in place and a solid foundation of host company partnerships across various industries. 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, information session 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 in occupational areas such as Front Desk Management, Housekeeping, and Food and Beverage Management.

OVERVIEW

Program Length	• 15 months (total 60 weeks) • Academic Study 6 months (total 600 hours) • Co-op 6 months (total 600 hours)
Potential Career Opportunities	• Executive Housekeepers • Tourism Services Supervisors • Food Service Supervisors • Accommodation Supervisors
English Admission Requirements	• 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	• High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	• Vancouver
Start Dates	• **2026:** Jan 19, May 11, Aug 31 • **2027:** May 10
Fees	• Tuition: $13,500 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $14,000 *Textbook costs are not included
Credential Upon Graduation	• Hospitality Management Co-op Diploma • AHLEI Certificate: Rooms Division Specialization and individual certificate from each course • Reference letter(s) from Co-op work placement

SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
3:00 - 8:30 PM	Lecture	Lecture	Lecture	Lecture	Lecture

- A half-hour dinner break is included. Some schedules will be from 4:00 to 9:30 PM.

DESIGNATED · BRITISH COLUMBIA EQA · IALC International Association of Language Centres · Quality English

HOSPITALITY MANAGEMENT CO-OP DIPLOMA

PROGRAM SEQUENCE

SEMESTER 1 (3 MONTHS)

TERM 1 - 1 Month

HM 349	Managing Service in Food & Beverage Operations

TERM 2 - 1 Month

HM 333	Managing Front Office Operations

TERM 3 - 1 Month

HM 338	Managing Housekeeping Operations

4-WEEK BREAK

SEMESTER 2 (3 MONTHS)

TERM 1 - 1 Month

HM 250	Supervision in the Hospitality Industry

TERM 2 - 1 Month

HM 387	Security and Loss Prevention Management

TERM 3 - 1 Month

HM 281	Hospitality Facilities Management & Design

4-WEEK BREAK / JOB-HUNTING

SEMESTER 3 (6 MONTHS)

HM 498 CO-OP PLACEMENT

- 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.

HIGHLIGHTS

- A great opportunity to develop strong industry connections and gain hands-on skills in the hospitality areas
- Full student support for co-op work placement and career development
- Prepares graduates to work in diverse fields such as lodging/accommodation management, food/ beverage services, travel/tourism, sales and marketing
- Get a certificate by the American Hotel & Lodging Education Institute (AHLEI)
- Includes 'site tour' among participating hotels and/or other hospitality firms

AHLEI AMERICAN HOTEL & LODGING EDUCATIONAL INSTITUTE

PROGRAM DESCRIPTION

The program will provide students with foundational knowledge and techniques related to hotel and restaurant operations, international marketing, food preparation and service, financial analysis, accounting, front and back office operations, and inter-cultural team dynamics. Also, an arranged 'site tour' offers students an unique off-campus learning. They will get a glimpse of the work environment and typical operations in the field, interact with various industry professionals, and gain valuable insights into potential career paths that await beyond their studies.

CO-OP

VanWest College's Co-op has a strong system in place and a solid foundation of host company partnerships across various industries. 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, information session 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 in occupational areas such as Front Desk Management, Housekeeping, and Food and Beverage Management.

OVERVIEW

Program Length	• 14 months (total 56 weeks) • Academic Study 6 months (total 600 hours) • Co-op 6 months (total 600 hours)
Potential Career Opportunities	• Executive Housekeepers • Tourism Services Supervisors • Food Service Supervisors • Accommodation Supervisors
English Admission Requirements	• 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	• High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	• Kelowna
Start Dates	• **2026:** Aug 31 • **2027:** Aug 30
Fees	• Tuition: $13,500 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $14,000 *Textbook costs are not included
Credential Upon Graduation	• Hospitality Management Co-op Diploma • AHLEI Certificate: Rooms Division Specialization and individual certificate from each course • Reference letter(s) from Co-op work placement

SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
8:30 AM – 12:00 PM	Lecture	Lecture	Lecture	Lecture	Lecture
1:00 PM - 2:30 PM	Lecture	Lecture	Lecture	Lecture	Lecture

COURSE DESCRIPTION

HM 250 Supervision in the Hospitality Industry

This course teaches the skills that can help you develop effective supervision and management skills that are essential to success in the industry. Topics include how to recruit, select, and train; increase productivity; control labor costs; communicate effectively; manage conflict and change; and use time management techniques. Resources on creating a professional development plan for your hospitality career can help you set the direction for future educational and professional endeavors.

HM 281 Hospitality Facilities Management and Design

This course covers all major facility systems, including food service equipment and design. Non-engineers can learn how to understand and speak the language of suppliers and maintenance/engineering staff. You'll also learn techniques to reduce expenses and increase efficiency, and learn how the latest technology can streamline operations.

HM 333 Managing Front Office Operations

This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel, from the reservations process to check-out and account settlement. The course also examines the various elements of effective front office management, paying particular attention to the planning and evaluation of front office operations and to human resources management. Front office procedures and management are placed within the context of the overall operation of a hotel.

HM 338 Managing Housekeeping Operations

This course provides a thorough overview, from the big picture of hiring and retaining a quality staff, planning, and organizing, to the technical details for cleaning each area of the hotel. Practical information from industry experts makes the contents of this course immediately applicable to your job situation.

HM 349 Managing Service in Food and Beverage Operations

This course will give students an understanding of the management process in food and beverage operations. All aspects of food and beverage operations are covered, including organization, marketing, menus, costs and pricing, production, service, safety, and finances.

HM 387 Security and Loss Prevention Management

This course provides the background you need to be informed about the security issues and practices that affect your property every day. Topics include the physical security of the property, asset protection, guest protection, security equipment, emergency management and procedures, OSA requirements, and more. Exhibits, sample forms and documents, and links to safety and security web sites make this course practical and relevant.

HM 498 Co-op Placement

As an integral part of the Hospitality Management Co-op Diploma, the Co-op is designed not only to provide a period of productive employment in the Canadian workplace, but also enables students to apply classroom theory and skills within that authentic environment. Students will experience real-world business practices and the new perspectives gained from their employment will more adequately prepare them enter their chosen career path. Students will be able to perform multifaceted business functions in occupational areas such as Front Desk Management, Housekeeping, and Food and Beverage Management. Students must submit a reflective task assignment after completion of required Co-op hours.

PROFESSIONAL CUSTOMER SERVICE CO-OP CERTIFICATE

PROGRAM SEQUENCE

SEMESTER 1 (4 MONTHS)

TERM 1 - 2 Months

BUS 101 Cross-Cultural Communication

BUS 107 Business Correspondence

BUS 109 Workplace Preparation

TERM 2 - 2 Months

BUS 102 Interpersonal Skills for the Workplace

BUS 103 Marketing Essentials

BUS 106 Customer Service Skills

4-WEEK BREAK / JOB-HUNTING

SEMESTER 2 (4 MONTHS)

BUS 112 CO-OP PLACEMENT

- 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

- Provides students with the fundamental knowledge of business procedures and customer relationships that are required to succeed in customer service and sales environments
- Students will learn how to communicate effectively and confidently in a Canadian work environment
- Academic learning is applied to real–life employment in the customer service industry
- Full support for individual co-op placement by the college staff

PROGRAM DESCRIPTION

Students will learn how to maximize their customer service skills to improve overall customer and business relationships and how to implement strategies to communicate effectively in diverse work environments. Upon graduation, students will successfully enter and move forward in their careers as customer service professionals.

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 that helps them succeed in getting work placement in an English environment. Students receive first-hand experience on 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 demonstrate knowledge and practical skills in public and customer relations such as strategies to meet the needs of multi–cultural customers, communicate effectively across cultures, work as part of a team, problem–solve and manage difficult customer situations, develop customer relationships and create value for their employer.

OVERVIEW

Program Length	• 9 months (total 36 weeks) • Academic Study 4 months (total 336 hours) • Co-op 4 months (total 336 hours)
Potential Career Opportunities	• Retail Salesperson • Hospitality / Tourism Service Provider • Client Services • Guest Service Representative • Restaurant Service Provider
English Admission Requirements	• 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	• High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	• Vancouver
Start Dates	• **2026:** Jan 19, Mar 16, May 11, Jul 6, Aug 31, Dec 21 • **2027:** Aug 3, Sep 27
Fees	• Tuition: $8,900 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $9,400 *Textbook costs are not included
Credential Upon Graduation	• Professional Customer Service Co-op Certificate • Reference letter(s) from Co-op work placement

SAMPLE PROGRAM SCHEDULE

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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 112 Co-op Placement
As an integral part of the Professional Customer Service Co-op Certificate, the Co-op is designed not only to provide a period of full time productive employment in the Canadian work place, but also enable 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: customer/information service representative, retail salesperson, financial support worker and hospitality/tourism service provider. Students must submit a reflective task assignment after completion of required Co-op hours.

EARLY CHILDHOOD EDUCATION CERTIFICATE

PROGRAM SEQUENCE

SEMESTER 1 (8 WEEKS)

TERM 1 - 2 Weeks
EC 1200 Positive Approaches to Guiding Children's Behaviour *

TERM 2 - 2 Weeks
EC 1500 Program Planning and Development in ECE

TERM 3 - 2 Weeks
EC 1600 ECE Curriculum 1 - Music & Movement

TERM 4 - 2 Weeks
EC 1800 ECE Curriculum 3 - Science & Math

1-WEEK BREAK**

SEMESTER 2 (6 WEEKS)
PRACTICUM

SEMESTER 3 (6 WEEKS)

TERM 1 - 2 Weeks
EC 1300 Health, Safety, and Nutrition in ECE *

TERM 2 - 2 Weeks
EC 1400 Interpersonal Communication and Professionalism in ECE

TERM 3 - 2 Weeks
EC 1700 ECE Curriculum 2 - Language and Literacy

1-WEEK BREAK**

SEMESTER 4 (6 WEEKS)
PRACTICUM

SEMESTER 5 (8 WEEKS)

TERM 1 - 4 Weeks
EC 1100 Understanding Child Growth and Development *

TERM 2 - 2 Weeks
EC 1000 History, Philosophies, and Foundations of ECE

TERM 3 - 2 Weeks
EC 1900 ECE Curriculum 4 - Creative Expression

1-WEEK BREAK**

SEMESTER 6 (8 WEEKS)
PRACTICUM

* Students are eligible to apply for the ECEA certificate from the ECE Registry after the completion of one of these courses: EC 1100, EC 1200, EC 1300.
** Cohorts overlapping Christmas will include an extra 2-week break for the holiday
- Sequence of the program delivery and courses will be dependent on the corresponding intake date.

HIGHLIGHTS

- Prepares students with the ability to successfully guide children's learning and behaviour, using a range of positive and respectful child and group guidance techniques
- Graduates will be eligible to apply for **Early Childhood Educator Certificate** from the ECE Registry
- ECE is one of the top ten care economy occupations in BC *(BC Labour Market Outlook)*
- Individual student practicum placement in registered ECE centres, daycares, and family centres
- The BC government, with support from the Government of Canada, has a long term plan to increase the quality, affordability and availability of childcare — this includes wage enhancements, professional development, and training supports *(ECEBC Early Childhood Educators of BC)*

PROGRAM DESCRIPTION

The foundation of the program is based upon absolute respect for children, family, ECE colleagues, community, and the early years learning environment. Students will learn how to observe children, implement activities, share pedagogical narrations, meet administration needs, and engage in ongoing reflective practice. They will learn the importance of high-quality early learning and childcare environments that meet the needs and standards for ECE in British Columbia.

PRACTICUM

Students will complete practicums in settings such as daycare centres or nurseries and this will enable them to apply classroom theory and learning. Upon successful completion of all practicums, students will be able to communicate and collaborate effectively with children, families, community, and colleagues. They will also be able to plan and implement an integrated program that is age-appropriate, culturally sensitive, and meets the individual needs and interests of each child in inclusive early childhood programs.

OVERVIEW

Program Length	• 11 months (total 45 weeks) • Academic Study 5.5 months (total 550 hours) • Practicum 5 months (total 480 hours)
Potential Career Opportunities	• Early Childhood Educator • Early Childhood Educator Assistant • Childcare Program Coordinator • Infant Toddler Educator
English Admission Requirements	• Completion of EAP 300 with a final grade of 75% or higher over 8 weeks from VanWest College (Vancouver or Kelowna), or • IELTS Academic 6.0+, or • TOEFL IBT 79+
Academic Admission Requirements	• High School Diploma (Grade 12), or • General Education Development (GED)
Additional Requirements	• Provide a Personal Declaration of Health signed by the applicant verifying they are physically and mentally fit and able to work with young children in a licensed early childhood education setting • Provide at least 2 Character Reference forms outlining the applicant's interest, skills, capabilities, and/or volunteer/work experience with children • Attend an interview with the ECE Coordinator • Pass a Criminal Record check in line with BC's Criminal Records Review Act • Provide a Negative Tuberculosis (TB) skin test • Submit a Statement of Intent explaining your motivation, goals, and suitability for the Early Child Education (ECE) course
Offered Location	• Vancouver
Start Dates	• **2026:** Feb 23, Jun 8, Sep 8 • **2027:** Apr 26, Jul 26, Nov 22
Fees	• Tuition: $19,900 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $20,400 *Textbook costs are not included
Credential Upon Graduation	• Early Childhood Education Certificate • Students are eligible to apply for the ECEA certificate from the ECE Registry after the completion of one of these courses: EC 1100, EC 1200, EC 1300 • Graduates will be eligible to apply for Early Childhood Education Certificate from the ECE Registry • Reference letter(s) from practicum placement

SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
4:30 - 9:30 PM	Lecture	Lecture	Lecture	Lecture	Lecture

COURSE DESCRIPTION

EC 1000 History, Philosophies, and Foundations of ECE

This course delves deep into the origins, history, and principles of Early Childhood Education, focusing on both Canadian and international influences. It equips students with essential foundations for success in today's Early Childhood Education field. Topics include quality in Early Learning and Child Care, the role of Early Childhood Educators, culturally diverse programming, and support for Indigenous children and families. The course covers current practices and helps students develop a personal philosophy for child, environment, and ECE role in early learning and child care settings.

EC 1100 Understanding Child Growth and Development

It is imperative that Early Childhood Educators understand child growth and development as a basic prerequisite for effectively working with children, families, and the community. Upon completion of this course, students will have a clear understanding of historic and current theoretical approaches to child growth and development. This includes an understanding that child growth and development is part of an on-going lifespan, from conception into adulthood. They will look closely at social, emotional, physical, cognitive, and language development patterns. Students will also become versed in the genetic and environmental factors which influence individual growth and development. They will learn about indicators of development delays or concerns and associated risks. Students will learn about historical and contemporary issues that may affect Indigenous children and families so they can reflect on the effect it could have on growth and development. Students will learn the skills needed to practice various objective observation methods. They will learn the purpose of daily observations related to growth and development. Having a holistic image of the child will prepare students to work in early learning and child care environments. Students will use reflective practice skills to think critically about their role as educators in early learning and child care environments.

EC 1200 Positive Approaches to Guiding Children's Behaviour

Early Childhood Educators use a variety of methods to ensure children have positive learning and environment experiences in child care centres. ECEs provide guidance and support to children learning how to interact with their peers and their early learning and care environment. Students who complete this course will explore the ECE's role in using positive guidance strategies with children, creating supportive environments, encouraging peer relationships and self-esteem, and how to work with children who have challenging behaviours. Students will learn the importance of observation in managing behaviours. They will learn how to redirect attention when possible and create an environment that naturally encourages positive interactions. Respecting inclusion and diversity are essential in early learning and child care programs. Students will learn how to collaborate with families, co-workers, and community supports. They will consider the historical and contemporary impacts on Indigenous children and families and how they need to ensure their guidance strategies respect the whole child. They will work with children, families, coworkers, and the community to ensure children's individual needs are met. They will learn and reflect on practical positive guidance strategies. They will reflect on their own personality characteristics, communication strategies, and expectations in relation to their approach for guiding behaviours.

EC 1300 Health, Safety, and Nutrition in ECE

Early learning and child care environments are required to have policies and procedures for health, safety, and nutrition. Students enrolled in this course will learn the standards that are required based on the provincial Child Care Licensing Regulations. Students will learn how to ensure policies and procedures reflect the requirements and meet the needs of children, families, ECEs, and community services. This includes teaching universal precautions, handwashing, and how to prevent the spread of germs. Students will learn about documenting and reporting illnesses and injuries and enforcing licensing requirement for child care and child protection. They will learn the foundations for creating an environment that reflects the early learning and child care policies and procedures. They will learn about preventing and managing illnesses in child care environments. Students will also learn about nutritional needs for children and how to prepare basic snacks and meals. Students will learn about individual child care plans for children who require additional supports. They will learn about administering medication and using specialized equipment in early learning and child care centres. An emphasis will be placed on how culture and identity impacts personal wellness. Students will refer to the Indigenous medicine wheel as a tool for reflecting on individual self-awareness. Students will learn the importance of supporting and celebrating diverse cultures and individuals. The students will learn about personal wellness and how to ensure the early learning and child care environment encourages children to learn about their own health, safety, nutrition, and wellness.

EC 1400 Interpersonal Communication and Professionalism in ECE

Early Childhood Educators must develop professional communications skills in order to establish a quality early learning and child care environment. Students who complete this course will learn how to communicate and collaborate with families, co-workers, and the community. They will reflect on their communication style and learn how to meet the needs of others to promote effective communication. Students will learn what it means to be a professional in the field of early learning and child care. They will learn about the importance of professional growth and opportunities. They will learn how to advocate for high-quality, accessible, culturally diverse, and inclusive early learning and child care programs. Students will also learn about community resources available for children and families and how to share the information to families.

EC 1500 Program Planning and Development in ECE

Early Childhood Educators must participate in program planning and development. Students who complete this course will learn the skills required to successfully plan, implement, and evaluate a developmentally appropriate program that meets the various observed needs of children. This includes planning programs that reflect and respect diversity and inclusion, as well as planning and implementing a range of activities that foster development of the whole child. Students will learn how to ensure children are exposed to learning experiences that promote growth and development. They will learn the skills required to effectively plan indoor and outdoor play environments that meet the developmental needs of children and ensure their health, safety, and well-being. They will learn the importance of program planning and its impact on children, families, and the community. Students will learn how to ensure Indigenous children and families are reflected in their program planning. They will learn how to design an early learning and child care program from a holistic perspective. The students will reflect on how different philosophies and theories impact the development of a program. The students will consider how their philosophy is reflected in the program. They will look at child development needs to ensure children are able to actively participate in the program.

COURSE DESCRIPTION

EC 1600 ECE Curriculum 1 - Music & Movement

Early Childhood Educators must participate in creating and supporting a program that opens up an array of experiences to children at all developmental levels. Upon completion of this course students will have the skills to plan, implement and evaluate developmentally appropriate activities that meets the observed needs of children. This course will focus on language, literature, music, and movement experiences that foster the development of the whole child. Students will learn how to create social stories for children. They will learn how to read stories so children are engaged and interested. They will practice various methods for teaching language and literature in early learning and child care programs. Students will learn music and movement activities that they can do with children. They will also learn how to reflect and modify activity plans based on how children respond. Students will practice the use of pedagogical narrations to demonstrate children's learning based on the children's interests, questions, and explorations.

EC 1700 ECE Curriculum 2 - Language & Literacy

Early Childhood Educators must participate in creating and supporting a program that opens up an array of experiences to children at all developmental levels. Upon completion of this course students will have the skills to plan, implement and evaluate developmentally appropriate activities that meets the observed needs of children. This course will focus on language, literature, music, and movement experiences that foster the development of the whole child. Students will learn how to create social stories for children. They will learn how to read stories so children are engaged and interested. They will practice various methods for teaching language and literature in early learning and child care programs. Students will learn music and movement activities that they can do with children. They will also learn how to reflect and modify activity plans based on how children respond. Students will practice the use of pedagogical narrations to demonstrate children's learning based on the children's interests, questions, and explorations.

EC 1800 ECE Curriculum 3 - Science & Math

For early learning and child care programs to thrive, ECEs must participate in creating and supporting a program that opens up an array of experiences to children. Upon completion of this course students will have the skills to plan, implement and evaluate developmentally appropriate activities. The focus of this course is on science and math experiences that meet the observed needs of children utilizing a range of activities. Students will learn how to teach through play-based activities that encourage children to actively participate and explore. They will also learn how to reflect and modify activity plans based on how children respond. Students will learn how to document children's learning and create pedagogical narrations that promote learning and exploration based on the children's interests, questions, and explorations. Students will be encouraged to create activities that reflect an emergent curriculum based on the interests of the children.

EC 1900 ECE Curriculum 4 - Creative Expression

Creative expression through art and dramatic play unlocks a wealth of developmental opportunities for children. Students who complete this course will learn how to guide and enrich children's experiences through planning and implementing a range of art and dramatic play activities. Students will learn various teaching methods for introducing the arts in early learning and child care environments. They will learn how to ensure the environment and activities are developmentally appropriate, culturally diverse, and inclusive. Students will learn that activities for children should be open-ended and be about the process, and not the product. They will consider creative exploration as a part of their personal philosophy and reflect on how it impacts child growth and development.

EC 3001 / 3002 / 3003 Early Childhood Education Practicum

During the practicums, students practice the theory they have learned in their ECE Basic classes. The practicums have an emphasis on practicing observation methods, social interactions with children, building and maintaining partnerships with families and community services, and working as a team. While on practicum, the students will learn how to engage in classroom observations and interactive experiences with children, families and program staff. Students are expected to read and understand all classroom policies and procedures. Students will work alongside a certified ECE and will observe how the program operates daily. The students will create and implement activity plans that are emergent or based on the early learning and child care program philosophy. They will use various observation methods to record how the children are participating in the activities. After the activities are complete, the student will reflect on the experience and how they could extend children's learning. They will create and implement their practicum goals and they will reflect on them during the seminar and with their Practicum Supervisor from the College. Students will learn the importance of reflective practice in early learning and child care environments.

While attending seminar, students will reflect on their field experience and consider the competencies that they may have found challenging. They will review pedagogical narratives and how they could extend children's learning with new activities and experiences.

The first practicum consists of 160 hours of practical experience in an early learning and child care environment, and seminar at VanWest College. Students will spend 152 hours at a licensed early learning and child care centre and 8 hours of seminar at VanWest College. The students will have a 4-hour seminar at the College.

The second practicum consists of 160 hours of practical experience in an early learning and child care environment, and seminar at VanWest College. Students will spend 152 hours at a licensed early learning and child care centre and 8 hours of seminar at VanWest College.

The third practicum consists of 160 hours of practical experience in an early learning and child care environment, and seminar at VanWest College. Students will spend 152 hours at a licensed early learning and child care centre and 8 hours of seminar at VanWest College.

CROSS-CULTURAL BUSINESS COMMUNICATION CERTIFICATE

PROGRAM SEQUENCE

SEMESTER 1 (2 MONTHS)

BUS 101 Cross-Cultural Communication

BUS 107 Business Correspondence

BUS 109 Workplace Preparation

- The schedule is subject to change without notice.
- Friday classes may be provided online.

HIGHLIGHTS

- Prepares students for entry-level employment in culturally diverse workplaces where English is the primary language
- Develops awareness of student's own cultural world-view and positive attitude toward cultural differences
- Improves English communication skills in all types of workplaces and develops practical skills such as resume writing, interview, and job-search skills

PROGRAM DESCRIPTION

This program will prepare students for entry-level employment in culturally diverse workplaces where English is the primary language. Students will understand the impact of culture in a workplace, improve communication skills and learn practical skills such as resume writing, interview, and job-search skills.

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 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.

OVERVIEW

Program Length	• 2 months • Academic Study 2 months (total 168 hours)
Potential Career Opportunities	• Junior or entry-level positions in a variety of industries
English Admission Requirements	• 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	• High School Diploma (Grade 12), or • General Education Development (GED)
Offered Location	• Vancouver
Start Dates	• **2026:** Jan 19, Mar 16, May 11, Jul 6, Aug 31, Dec 21 • **2027:** Apr 12, Aug 3, Sep 27
Fees	• Tuition: $3,100 • Application Fee: $250 • Student Services Fee: $250 • Total Fee: $3,600 *Textbook costs are not included
Credential Upon Graduation	• Cross-Cultural Business Communication Certificate

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	

ENROLLMENT PROCEDURES

CHECK OUR POLICIES: HTTPS://VANWEST.COM/ADMISSION/POLICY/

MEET THE ENTRY REQUIREMENTS?

- **YES** → **SUBMIT DOCUMENTS**
  Application Form / Copy of passport / Official high school, college, university diploma or degree, or college/university attendance certificate / Official English exam result
- **NO** → **GET A TEST LINK**
  Email info@vanwest.com for the free online placement test

→ **PAYMENT**
An invoice will be issued

→ **LETTER OF ACCEPTANCE (LOA) + PAL**

→ **APPLY FOR STUDY PERMIT**

→ **LET'S BEGIN!**

CHOOSE YOUR PROGRAM AND CHECK THE ADMISSION REQUIREMENTS BELOW:

PROGRAM	ADMISSION REQUIREMENTS		START DATES	
POST-SECONDARY (CO-OP)	**ACADEMIC**	**ENGLISH**	**2026**	**2027**
Supply Chain Management Co-op Diploma VANCOUVER 18 MONTHS (8 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)	• High School Diploma (Grade 12), or • General Education Development (GED)	• Completion of EAP 300 with a final grade of 75% from VanWest College (Vancouver or Kelowna), or • IELTS Academic 6.0+, or TOEFL IBT 79+, or Duolingo 115+, or • Cambridge English Qualifications: B2 First exam (FCE): Minimum overall score of 169 or grade "C+", or • EIKEN Pre-1 with a combined score of at least 2600, or • Pearson Test of English (PTE) Academic with no single score lower than 59 or with an overall score of 62 and above	Jan 19 Aug 31	Sep 27
Commerce & Marketing Co-op Diploma VANCOUVER 30 MONTHS (12 MONTHS ACADEMIC STUDY + 12 MONTHS CO-OP)				Apr 12
Business Management Co-op Diploma VANCOUVER 18 MONTHS (8 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)		• 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	Jan 19, Mar 16 May 11, Jul 6 Aug 31, Dec 21	Apr 12 Sep 27
Professional Customer Service Co-op Certificate VANCOUVER 9 MONTHS (4 MONTHS ACADEMIC STUDY + 4 MONTHS CO-OP)				Aug 3 Sep 27
Hospitality Management Co-op Diploma VANCOUVER 15 MONTHS (6 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)			Jan 19, May 11 Aug 31	May 10
Hospitality Management Co-op Diploma KELOWNA 14 MONTHS (6 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)			Aug 31	Aug 30
POST-SECONDARY (NON CO-OP)	**ACADEMIC**	**ENGLISH**	**2026**	**2027**
Early Childhood Education Certificate VANCOUVER 11 MONTHS (5.5 MONTHS ACADEMIC STUDY + 5 MONTHS PRACTICUM)	• High School Diploma (Grade 12), or • General Education Development (GED)	• Completion of EAP 300 with a final grade of 75% or higher over 8 weeks from VanWest College (Vancouver or Kelowna), or • IELTS Academic 6.0+, or TOEFL IBT 79+	Feb 23, Jun 8 Sep 8	Apr 26, Jul 26 Nov 22
Cross-Cultural Business Communication Certificate VANCOUVER 2 MONTHS		• 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	Jan 19, Mar 16 May 11, Jul 6 Aug 31, Dec 21	Apr 12, Aug 3 Sep 27

IF YOU MEET THE REQUIREMENTS:

1. Submit the following required documents:
   - Application Form - Must fill in and sign all of the required fields including the credit card information for the application fee
   - Copy of passport - Provide a clear copy in PDF format
   - Official high school, college, university diploma or degree, or college/university attendance certificate
   - Official English exam test result
2. After the following payments are made, the Admission Department will issue the **Vocational Program Letter of Acceptance (LOA) + PAL** and enrollment documents:
   - Vocational Program application fee (non-refundable)
   - First installment of the program tuition fees

IF YOU DO NOT MEET THE ENGLISH REQUIREMENT:

1. Contact us for the VanWest free online placement test, and take ESL classes to reach the required English level.
2. Submit the required documents.
3. After the following payments are made, the Admission Department will issue the **ESL Letter of Acceptance (LOA)** and **Vocational Program Conditional Letter of Acceptance (CLOA) + PAL** and enrollment documents:
   - ESL + Vocational Program application fee (non-refundable)
   - Full payment of ESL tuition fees
   - First installment of the program tuition fees

VAN WEST COLLEGE

2026/2027 CALENDAR

SCHOOL CLOSURES / PROGRAM START DATES

Holidays / School Closures

- **Vocational College Programs (VCP) Start Dates**
  Each program's start dates: Page 22
- **ESL Program Start Dates**
  Every Monday. If Monday is a holiday, Tuesday is the start date.

2026

01 JANUARY

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02 FEBRUARY

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03 MARCH

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05 MAY

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09 SEPTEMBER

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10 OCTOBER

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11 NOVEMBER

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2027

01 JANUARY

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06 JUNE

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07 JULY

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08 AUGUST

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09 SEPTEMBER

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

11 NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

12 DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

VOCATIONAL PROGRAMS - IMPORTANT DATES

STARTING DATES: 2026/2027 (MM-DD-YY)

SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA (72 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEMESTER 2 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEM 3 CO-OP (24 WKS)	PROGRAM END DATE
TERM 1 (8 WEEKS) *START*	TERM 2 (8 WEEKS)	START	END	TERM 1 (8 WEEKS)	TERM 2 (8 WEEKS)	START	END		
Jan-19-26	Mar-16-26	May-11-26	Jul-3-26	Jul-6-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Jun-4-27
Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Apr-12-27	Jun-7-27	Jul-30-27	Aug-3-27	Jan-14-28
Sep-27-27	Nov-22-27	Jan-17-28	Mar-10-28	Mar-13-28	May-8-28	Jul-3-28	Aug-25-28	Aug-28-28	Feb-9-29

COMMERCE & MARKETING CO-OP DIPLOMA (120 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEMESTER 2 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEMESTER 3 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEM 4 CO-OP (48 WKS)	PROGRAM END DATE
TERM 1 (8 WEEKS) *START*	TERM 2 (8 WEEKS)	START	END	TERM 1 (8 WEEKS)	TERM 2 (8 WEEKS)	START	END	TERM 1 (8 WEEKS)	TERM 2 (8 WEEKS)	START	END		
Jan-19-26	Mar-16-26	May-11-26	Jul-3-26	Jul-6-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Feb-16-27	Apr-12-27	Jun-4-27	Jun-7-27	May-5-28
Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Apr-12-27	Jun-7-27	Jul-30-27	Aug-3-27	Sep-27-27	Nov-22-27	Jan-14-28	Jan-17-28	Dec-15-28
Apr-12-27	Jun-7-27	Aug-2-27	Sep-24-27	Sep-27-27	Nov-22-27	Jan-17-28	Mar-10-28	Mar-13-28	May-8-28	Jul-3-28	Aug-25-28	Aug-28-28	July-27-29

BUSINESS MANAGEMENT CO-OP DIPLOMA (72 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEMESTER 2 - ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEM 3 CO-OP (24 WKS)	PROGRAM END DATE
TERM 1 (8 WEEKS) *START*	TERM 2 (8 WEEKS)	START	END	TERM 1 (8 WEEKS) *START*	TERM 2 (8 WEEKS)	START	END		
Jan-19-26	Mar-16-26	May-11-26	Jul-3-26	Jul-6-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Jun-4-27
Mar-16-26	May-11-26	July-6-26	Aug-28-26	Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Jul-30-27
May-11-26	Jul-6-26	Aug-31-26	Oct-23-26	Oct-26-26	Dec-21-26	Feb-15-27	Apr-9-27	Apr-12-27	Sep-24-27
Jul-6-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Feb-16-27	Apr-12-27	Jun-4-27	Jun-7-27	Nov-19-27
Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Apr-12-27	Jun-7-27	Jul-30-27	Aug-3-27	Jan-14-28
Dec-21-26	Feb-16-27	Apr-12-27	Jun-4-27	Jun-7-27	Aug-3-27	Sep-27-27	Nov-19-27	Nov-22-27	May-5-28
Apr-12-27	Jun-7-27	Aug-3-27	Aug-27-27	Sep-27-27	Nov-22-27	Dec-20-27	Feb-11-28	Mar-13-28	Aug-25-28
Sep-27-27	Nov-22-27	Jan-17-28	Feb-11-28	Mar-13-28	May-8-28	Jun-5-28	Jul-28-28	Aug-28-28	Feb-9-29

HOSPITALITY MANAGEMENT CO-OP DIPLOMA (60 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (12 WEEKS)			BREAK (4 WEEKS)		SEMESTER 2 - ACADEMIC STUDY (12 WEEKS)			BREAK (8 WEEKS)		SEM 3 CO-OP (24 WEEKS)	PROGRAM END DATE
TERM 1 (4 WEEKS) *START*	TERM 2 (4 WEEKS)	TERM 3 (4 WEEKS)	START	END	TERM 1 (4 WEEKS)	TERM 2 (4 WEEKS)	TERM 3 (4 WEEKS)	START	END		
Jan-19-26	Feb-17-26	Mar-16-26	Apr-13-26	May-8-26	May-11-26	Jun-8-26	Jul-6-26	Aug-3-26	Sep-25-26	Sep-28-26	Mar-12-27
May-11-26	Jun-8-26	Jul-6-26	Aug-3-26	Aug-28-26	Aug-31-26	Sep-28-26	Oct-26-26	Nov-23-26	Jan-15-27	Jan-18-27	Jul-2-27
Aug-31-26	Sep-28-26	Oct-26-26	Nov-23-26	Dec-18-26	Dec-21-26	Jan-18-27	Feb-16-27	Mar-15-27	May-7-27	May-10-27	Oct-22-27
May-10-27	Jun-7-27	Jul-5-27	Aug-3-27	Aug-27-27	Aug-30-27	Sep-27-27	Oct-25-27	Nov-22-27	Jan-14-28	Jan-17-28	Jun-30-28

HOSPITALITY MANAGEMENT CO-OP DIPLOMA (56 WEEKS - KELOWNA)

SEMESTER 1 - ACADEMIC STUDY (12 WEEKS)			BREAK (4 WEEKS)		SEMESTER 2 - ACADEMIC STUDY (12 WEEKS)			BREAK (4 WEEKS)		SEM 3 CO-OP (24 WEEKS)	PROGRAM END DATE
TERM 1 (4 WEEKS) *START*	TERM 2 (4 WEEKS)	TERM 3 (4 WEEKS)	START	END	TERM 1 (4 WEEKS)	TERM 2 (4 WEEKS)	TERM 3 (4 WEEKS)	START	END		
Aug-31-26	Sep-28-26	Oct-26-26	Nov-23-26	Dec-18-26	Dec-21-26	Jan-18-27	Feb-16-27	Mar-15-27	Apr-9-27	Apr-12-27	Sep-24-27
Aug-30-27	Sep-27-27	Oct-25-27	Nov-22-27	Dec-17-27	Dec-20-27	Jan-17-28	Feb-14-28	Mar-14-28	Apr-7-28	Apr-10-28	Sep-22-28

PROFESSIONAL CUSTOMER SERVICE CO-OP CERTIFICATE (36 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (16 WEEKS)		BREAK (4 WEEKS)		SEM 2 CO-OP (16 WKS)	PROGRAM END DATE	SEMESTER 1 - ACADEMIC STUDY (16 WEEKS)		BREAK (4 WEEKS)		SEM 2 CO-OP (16 WKS)	PROGRAM END DATE
TERM 1 (8 WEEKS) *START*	TERM 2 (8 WEEKS)	START	END			TERM 1 (8 WEEKS) *START*	TERM 2 (8 WEEKS)	START	END		
Jan-19-26	Mar-16-26	May-11-26	Jun-5-26	Jun-8-26	Sep-25-26	Aug-31-26	Oct-26-26	Dec-21-26	Jan-15-27	Jan-18-27	May-7-27
Mar-16-26	May-11-26	Jul-6-26	Jul-31-26	Aug-4-26	Nov-20-26	Dec-21-26	Feb-16-27	Apr-12-27	May-7-27	May-10-27	Aug-27-27
May-11-26	Jul-6-26	Aug-31-26	Sep-25-26	Sep-28-26	Jan-15-27	Aug-3-27	Sep-27-27	Nov-22-27	Dec-17-27	Dec-20-27	Apr-7-28
Jul-6-26	Aug-31-26	Oct-26-26	Nov-20-26	Nov-23-26	Mar-12-27	Sep-27-27	Nov-22-27	Jan-17-28	Feb-11-28	Feb-14-28	Jun-2-28

CROSS-CULTURAL BUSINESS COMMUNICATION CERTIFICATE (8 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (8 WEEKS) *START*	PROGRAM END DATE	SEMESTER 1 - ACADEMIC STUDY (8 WEEKS) *START*	PROGRAM END DATE	SEMESTER 1 - ACADEMIC STUDY (8 WEEKS) *START*	PROGRAM END DATE
Jan-19-26	Mar-13-26	Jul-6-26	Aug-28-26	Apr-12-27	Jun-4-27
Mar-16-26	May-8-26	Aug-31-26	Oct-23-26	Aug-3-27	Sep-24-27
May-11-26	Jul-3-26	Dec-21-26	Feb-12-27	Sep-27-27	Nov-19-27

VOCATIONAL PROGRAMS - IMPORTANT DATES

STARTING DATES: 2026/2027 (MM-DD-YY)

EARLY CHILDHOOD EDUCATION CERTIFICATE (45 WEEKS - VANCOUVER)

SEMESTER 1 - ACADEMIC STUDY (8 WEEKS)				BREAK (1 WEEK)		SEM 2 PRAC. (6 WKS)	SEMESTER 3 - ACADEMIC STUDY (6 WEEKS)			BREAK (1 WEEK)		SEM 4 PRAC. (6 WKS)	SEMESTER 5 - ACADEMIC STUDY (8 WEEKS)			SEM 6 PRAC. (8 WKS)	CHRISTMAS BREAK (2 WEEKS)		PROGRAM END DATE
TERM 1 (2 WKS) *START*	TERM 2 (2 WKS)	TERM 3 (2 WKS)	TERM 4 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (2 WKS)	TERM 3 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (4 WKS)	TERM 3 (2 WKS)		START	END	
Feb-23-26	Mar-9-26	Mar-23-26	Apr-6-26	Apr-20-26	Apr-24-26	Apr-27-26	Jun-8-26	Jun-22-26	July-6-26	Jul-20-26	Jul-24-26	Jul-27-26	Sep-8-26	Sep-21-26	Oct-19-26	Nov-2-26	Dec-28-26	Jan-8-27	Jan-8-27

SEMESTER 1 - ACADEMIC STUDY (6 WEEKS)			BREAK (1 WEEK)		SEM 2 PRAC. (6 WKS)	SEMESTER 3 - ACADEMIC STUDY (8 WEEKS)			SEM 4 PRAC. (8 WKS)	CHRISTMAS BREAK (2 WEEKS)		SEMESTER 5 - ACADEMIC STUDY (8 WEEKS)				BREAK (1 WEEK)		SEM 6 PRAC. (8 WKS)	PROGRAM END DATE
TERM 1 (2 WKS) *START*	TERM 2 (2 WKS)	TERM 3 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (4 WKS)	TERM 3 (2 WKS)		START	END	TERM 1 (2 WKS)	TERM 2 (2 WKS)	TERM 3 (2 WKS)	TERM 4 (2 WKS)	START	END		
Jun-8-26	Jun-22-26	Jul-6-26	Jul-20-26	Jul-24-26	Jul-27-26	Sep-8-26	Sep-21-26	Oct-19-26	Nov-2-26	Dec-28-26	Jan-8-27	Jan-11-27	Jan-25-27	Feb-9-27	Feb-22-27	Mar-8-27	Mar-12-27	Mar-15-27	Apr-23-27

SEMESTER 1 - ACADEMIC STUDY (8 WEEKS)			SEM 2 PRAC. (8 WKS)	CHRISTMAS BREAK (2 WEEKS)		SEMESTER 3 - ACADEMIC STUDY (8 WEEKS)				BREAK (1 WEEK)		SEM 4 PRAC. (6 WKS)	SEMESTER 5 - ACADEMIC STUDY (6 WEEKS)			BREAK (1 WEEK)		SEM 6 PRAC. (6 WKS)	PROGRAM END DATE
TERM 1 (2 WKS) *START*	TERM 2 (4 WKS)	TERM 3 (2 WKS)		START	END	TERM 1 (2 WKS)	TERM 2 (2 WKS)	TERM 3 (2 WKS)	TERM 4 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (2 WKS)	TERM 3 (2 WKS)	START	END		
Sep-8-26	Sep-21-26	Oct-19-26	Nov-2-26	Dec-28-26	Jan-8-27	Jan-11-27	Jan-25-27	Feb-9-27	Feb-22-27	Mar-8-27	Mar-12-27	Mar-15-27	Apr-26-27	May-10-27	May-25-27	Jun-7-27	Jun-11-27	Jun-14-27	Jul-23-27

SEMESTER 1 - ACADEMIC STUDY (6 WEEKS)			BREAK (1 WEEK)		SEM 2 PRAC. (6 WKS)	SEMESTER 3 - ACADEMIC STUDY (8 WEEKS)			BREAK (1 WEEK)		SEM 4 PRAC. (8 WKS)	SEMESTER 5 - ACADEMIC STUDY (4 WEEKS)		CHRISTMAS BREAK (3 WEEKS)		SEMESTER 5 - ACADEMIC STUDY (4 WEEKS)		SEM 6 PRAC. (6 WKS)	PROGRAM END DATE
TERM 1 (2 WKS) *START*	TERM 2 (2 WKS)	TERM 3 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (4 WKS)	TERM 3 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (2 WKS)	START	END	TERM 3 (2 WKS)	TERM 4 (2 WKS)		
Apr-26-27	May-10-27	May-25-27	Jun-7-27	Jun-11-27	Jun-14-27	Jul-26-27	Aug-9-27	Sep-7-27	Sep-20-27	Sep-24-27	Sep-27-27	Nov-22-27	Dec-6-27	Dec-20-27	Jan-7-28	Jan-10-28	Jan-24-28	Feb-7-28	Mar-17-28

SEMESTER 1 - ACADEMIC STUDY (8 WEEKS)			BREAK (1 WEEK)		SEM 2 PRAC. (8 WKS)	SEMESTER 3 - ACADEMIC STUDY (4 WEEKS)		CHRISTMAS BREAK (3 WEEKS)		SEMESTER 3 - ACADEMIC STUDY (4 WEEKS)		SEM 4 PRAC. (6 WKS)	SEMESTER 5 - ACADEMIC STUDY (6 WEEKS)			BREAK (1 WEEK)		SEM 6 PRAC. (8 WKS)	PROGRAM END DATE
TERM 1 (2 WKS) *START*	TERM 2 (4 WKS)	TERM 3 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (2 WKS)	START	END	TERM 3 (2 WKS)	TERM 4 (2 WKS)		TERM 1 (2 WKS)	TERM 2 (2 WKS)	TERM 3 (2 WKS)	START	END		
Jul-26-27	Aug-9-27	Sep-7-27	Sep-20-27	Sep-24-27	Sep-27-27	Nov-22-27	Dec-6-27	Dec-20-27	Jan-7-28	Jan-10-28	Jan-24-28	Feb-7-28	Mar-20-28	Apr-3-28	Apr-17-28	May-1-28	May-4-28	May-8-28	Jun-16-28

SEMESTER 1 - ACADEMIC STUDY (4 WEEKS)		CHRISTMAS BREAK (3 WEEKS)		SEMESTER 1 - ACADEMIC STUDY (4 WEEKS)		SEM 2 PRAC. (6 WKS)	SEMESTER 3 - ACADEMIC STUDY (6 WEEKS)			BREAK (1 WEEK)		SEM 4 PRAC. (6 WKS)	SEMESTER 5 - ACADEMIC STUDY (8 WEEKS)			BREAK (1 WEEK)		SEM 6 PRAC. (8 WKS)	PROGRAM END DATE
TERM 1 (2 WKS) *START*	TERM 2 (2 WKS)	START	END	TERM 3 (2 WKS)	TERM 4 (2 WKS)		TERM 1 (2 WKS)	TERM 2 (2 WKS)	TERM 3 (2 WKS)	START	END		TERM 1 (2 WKS)	TERM 2 (4 WKS)	TERM 3 (2 WKS)	START	END		
Nov-22-27	Dec-6-27	Dec-20-27	Jan-7-28	Jan-10-28	Jan-24-28	Feb-7-28	Mar-20-28	Apr-3-28	Apr-17-28	May-1-28	May-5-28	May-8-28	Jun-19-28	Jul-4-28	Jul-31-28	Aug-14-28	Aug-18-28	Aug-21-28	Oct-13-28

2026/2027 VOCATIONAL COLLEGE PROGRAMS
(STUDY & WORK)

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2026/2027 Vocational College Programs (Study & Work) – Oct 2026.
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