

Unlock your **POTENTIAL**



2025/2026

# VOCATIONAL PROGRAMS

(STUDY & WORK)

**ENGLISH**





# YOUR CAREER STARTS HERE!

**100% GUARANTEED PAID CO-OP JOBS:** 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
<b>OPERATIONS &amp; SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA</b>	VANCOUVER	<b>32 MONTHS</b> (128 WEEKS)	<b>14 MONTHS</b> (1,176 HOURS)	<b>12 MONTHS</b> (1,176 HOURS)
<b>SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA</b>	VANCOUVER	<b>18 MONTHS</b> (72 WEEKS)	<b>8 MONTHS</b> (672 HOURS)	<b>6 MONTHS</b> (672 HOURS)
<b>COMMERCE AND MARKETING CO-OP DIPLOMA</b>	VANCOUVER	<b>30 MONTHS</b> (120 WEEKS)	<b>12 MONTHS</b> (952 HOURS)	<b>12 MONTHS</b> (952 HOURS)
<b>BUSINESS MANAGEMENT CO-OP DIPLOMA</b> <small>* 30 TRANSFERABLE CREDITS TO YORKVILLE FROM VANWEST</small>	VANCOUVER	<b>18 MONTHS</b> (72 WEEKS)	<b>8 MONTHS</b> (616 HOURS)	<b>6 MONTHS</b> (616 HOURS)
<b>HOSPITALITY MANAGEMENT CO-OP DIPLOMA</b>	VANCOUVER	<b>15 MONTHS</b> (60 WEEKS)	<b>6 MONTHS</b> (600 HOURS)	<b>6 MONTHS</b> (600 HOURS)
<b>HOSPITALITY MANAGEMENT CO-OP DIPLOMA</b>	KELOWNA	<b>14 MONTHS</b> (56 WEEKS)	<b>6 MONTHS</b> (480 HOURS)	<b>6 MONTHS</b> (480 HOURS)
<b>PROFESSIONAL CUSTOMER SERVICE CO-OP CERTIFICATE</b>	VANCOUVER	<b>9 MONTHS</b> (36 WEEKS)	<b>4 MONTHS</b> (336 HOURS)	<b>4 MONTHS</b> (336 HOURS)
<b>EARLY CHILDHOOD EDUCATION CERTIFICATE</b>	VANCOUVER	<b>11 MONTHS</b> (45 WEEKS)	<b>5.5 MONTHS</b> (550 HOURS)	<b>5 MONTHS</b> (480 HOURS) NON-PAID PRACTICUM
<b>CROSS-CULTURAL BUSINESS COMMUNICATION CERTIFICATE</b>	VANCOUVER	<b>2 MONTHS</b>	<b>2 MONTHS</b> (168 HOURS)	-

\* You are also eligible to work part time during your academic study.



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?

### **OPERATIONS & SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA**

Program Length: 32 months  
Co-op Length: 12 months

VS

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

- Focuses on the operation and process of supply chains as well as logistics management, with particular learning experience on purchasing & procurement, business analytics, negotiation, and strategic analysis
- Includes the longest co-op period when students will gain more working experience in Canada
- Co-op placements could be in international trading, freight forwarding, transportation, and logistics related fields

### **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

### **SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA**

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

VS

**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
- 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

### **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



## 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



#### BUS 109 WORK PREPARATION COURSE



#### SEMINARS & WORKSHOPS



#### INDIVIDUAL MEETINGS



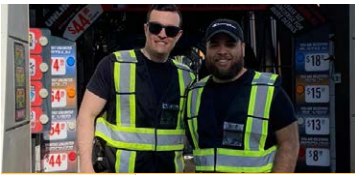
#### CO-OP JOB PLACEMENT & INTERVIEWS



**SUCCESSFUL  
CO-OP PLACEMENT**

# CO-OP PROFILES

## SUPPLY CHAIN MANAGEMENT



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



<b>NAME</b>	Bilsu
<b>INDUSTRY</b>	Retail Clothing & Clothing Accessories
<b>POSITION</b>	Operations Associate



<b>NAME</b>	Aldo
<b>INDUSTRY</b>	Administrative Accounting
<b>POSITION</b>	Senior Business Analyst



<b>NAME</b>	Jeff
<b>INDUSTRY</b>	Retail
<b>POSITION</b>	Stock Support

## COMMERCE & MARKETING



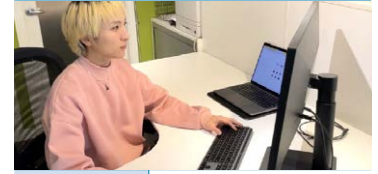
<b>NAME</b>	Augusto
<b>INDUSTRY</b>	Administrative & Support Services
<b>POSITION</b>	Collection Officer



<b>NAME</b>	Camila
<b>INDUSTRY</b>	Services Repair & Maintenance
<b>POSITION</b>	Contents Technician



<b>NAME</b>	Ping
<b>INDUSTRY</b>	Convention & Trade Shows
<b>POSITION</b>	Designer Marketing Coordinator

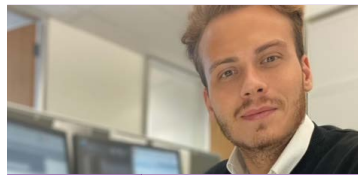


<b>NAME</b>	Ryo
<b>INDUSTRY</b>	Sales Marketing
<b>POSITION</b>	Brand & Promotions Representative

## BUSINESS MANAGEMENT



<b>NAME</b>	Yoalli
<b>INDUSTRY</b>	Education College
<b>POSITION</b>	Social Media Coordinator



<b>NAME</b>	Marcos
<b>INDUSTRY</b>	Legal Service
<b>POSITION</b>	Legal Administrative Assistant



<b>NAME</b>	Liseth
<b>INDUSTRY</b>	Retail Furniture
<b>POSITION</b>	Sales Assistant Manager



<b>NAME</b>	Kivanc
<b>INDUSTRY</b>	Real Estate
<b>POSITION</b>	Administrative Assistant

## HOSPITALITY MANAGEMENT



<b>NAME</b>	Ilker
<b>INDUSTRY</b>	Recreation (Amusement & Themed Parks)
<b>POSITION</b>	Upper Terminal Leader



<b>NAME</b>	Yuma
<b>INDUSTRY</b>	Hospitality Hotel
<b>POSITION</b>	Guest Service Agent

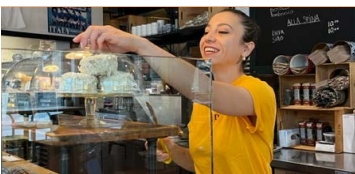


<b>NAME</b>	Fernanda
<b>INDUSTRY</b>	Winery
<b>POSITION</b>	Wine Boutique Associate



<b>NAME</b>	Berfin
<b>INDUSTRY</b>	Hospitality Hotel
<b>POSITION</b>	Front Desk Supervisor

## PROFESSIONAL CUSTOMER SERVICE



<b>NAME</b>	Merve
<b>INDUSTRY</b>	Food Services Restaurant
<b>POSITION</b>	Customer Care Assistant



<b>NAME</b>	Koki
<b>INDUSTRY</b>	Technology, Retail Management
<b>POSITION</b>	Home Solutions Specialist



<b>NAME</b>	Shiori
<b>INDUSTRY</b>	Airport Hospitality
<b>POSITION</b>	Guest Server



<b>NAME</b>	Winnie
<b>INDUSTRY</b>	Airport Services
<b>POSITION</b>	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

## 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

### SEMESTER 3 (6 MONTHS)

#### TERM 1 - 2 Months

SCM 191 Sustainability in Supply Chain Management  
BUS 171 Human Resource Management & Supervision  
BUS 118 Finance

#### TERM 2 - 2 Months

BUS 132 Business Analytics  
BUS 141 Negotiation  
BUS 143 Contract Administration & Law

#### TERM 3 - 2 Months

SCM 193 Risk in Supply Chain Management  
BUS 117 Leadership Skills  
SCM 192 Applied Supply Chain Strategy & Analysis

8-WEEK BREAK / JOB-HUNTING

### SEMESTER 4 (12 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 high-demand skills and a thorough knowledge of advanced management areas, such as Sustainability, Risk, Applied Strategy, Business Analysis, Negotiation, and Contract Administration and Laws
- Full student support for co-op work placement and career development

## PROGRAM DESCRIPTION

This program provides students with in-depth advanced 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. It then goes on to deliver introductory courses in the 3 main areas of SCM: procurement, operations, and logistics. Finally, advanced courses provide a thorough grounding in high-level management topics in SCM. 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 to help them succeed in getting work placement in an English environment. Students receive first-hand experience in how job-hunting works in Canada through various activities that are offered by the Co-op department, such as on-campus activities, and information sessions, etc. Depending on our student needs, the Co-op department will provide regular counselling and training until students secure their placements. 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 32 months (total 128 weeks)</li> <li>• Academic Study 14 months (total 1,176 hours)</li> <li>• Co-op 12 months (total 1,176 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Purchasing Agents and Officers</li> <li>• Purchasing Managers</li> <li>• Manufacturing Managers</li> <li>• Business Management Consultants</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 6.0+, or TOEFL IBT 79+, or Duolingo 115+, or Cambridge English Advanced/Business Grade C+, or Cambridge English Scale 169+</li> </ul>
<b>Academic Admission Requirement</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Aug 5</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$19,900</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$20,400</li> </ul> <p>*Textbook costs are not included</p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Operations &amp; Supply Chain Management Co-op Diploma</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## 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 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 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.

#### **BUS 132 Business Analytics**

This course builds upon basic business knowledge in order to provide students with foundational knowledge of business analytics. Students will learn about a variety of analytical methodologies and tools used in this field and will use Microsoft Excel to practice some of these methodologies.

#### **BUS 141 Negotiation**

This course will provide students with basic knowledge and practice in negotiation. The course begins with presentation of key negotiation concepts and strategies and then goes on to cover the affects of perception, cognition, emotion, power and demographics on negotiation. Students learn and practice the processes required in preparing for negotiation. The course includes many opportunities to observe and practice different types of negotiations.

#### **BUS 143 Contract Administration & Law**

This course provides students with the basic knowledge and skills needed in the contract administration associated with procurement. Topics include processes, law and documentation associated with the preparation of tendering documents, bidding, selection of vendors, drafting/awarding of contracts, control of contracts and closing of contracts. Differences in contract administration between nations will be covered.

#### **BUS 171 Human Resource Management & Supervision**

This course is targeted for team and departmental supervisors rather than HR professionals. The course will provide a solid foundation in human resource management including a component on supervision and leading teams. The first part of the course provides students with an overview of hiring, performance management, and HR law. The final portion of the course focuses on supervision, coaching, and leading effective teams.

### COURSE DESCRIPTION

#### **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 191 Sustainability in Supply Chain Management**

This course introduces students to the foundational concepts and terminology of sustainability from social, environmental, and economic perspectives. The course builds upon these in order to illustrate business practices and strategies used to support organizational sustainability goals. Course design allows students the flexibility to investigate sustainability practices within their area of study.

#### **SCM 192 Applied Supply Chain Strategy & Analysis**

This course is a capstone course building upon all other SCM courses. The student will learn to apply supply chain concepts in a variety of supply chain situations. This course will use case studies as the primary learning method with a final report and presentation. The final presentation will be via groups.

#### **SCM 193 Risk in Supply Chain Management**

This course explores the important area of risk management within supply chain management. The first half of the course deals with the types of risk and the organizational systems needed to address these. The second half of the course focuses on the measurement, analysis, and mitigation approaches used in supply chain risk management.

#### **SCM 125 Co-op Placement**

As an integral part of the Operations & 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.

## 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 18 months (total 72 weeks)</li> <li>• Academic Study 8 months (total 672 hours)</li> <li>• Co-op 6 months (total 672 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Purchasing Agents and Officers</li> <li>• Purchasing Managers</li> <li>• Manufacturing Managers</li> <li>• Business Management Consultants</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 6.0+, or TOEFL IBT 79+, or Duolingo 115+, or Cambridge English Advanced/Business Grade C+, or Cambridge English Scale 169+</li> </ul>
<b>Academic Admission Requirement</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Aug 5</li> <li>• <b>2026:</b> Jan 19, Aug 31</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$13,500</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$14,000</li> </ul> <p><small>* Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Supply Chain Management Co-op Diploma</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## 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.

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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.

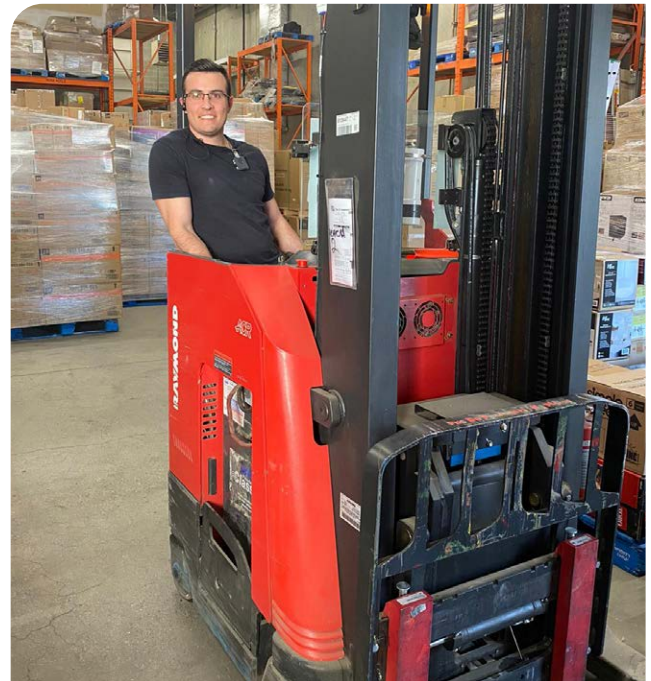
**Through the classes at VanWest, I learned how all the goods and products circulate in the supply chain industry and I could apply this knowledge at my co-op placement!**

**Please let us know about the company you worked for and your responsibilities.**

I am currently working at a Retail Trade Company (Furniture and Home Furnishings) in Vancouver. My position is shipping and receiving clerk. My responsibilities are to process goods shipped and received by a company, physically taking items from the company’s stock to fill orders. Also, when customers have questions regarding the movement or content of their orders, I provide them answers and ensure satisfaction.

**What was the obstacle and how did you get over it?**

The first obstacle was to get the certificates to operate the machines, because without the certificates I was not going to be able to start my position and this opportunity will be lost. The second obstacle was to understand how things work in the receiving, and adapt myself to do the job. It’s always challenging at the beginning of new jobs to comprehend the work structure, especially in a foreign country. I did the certificates with the support of the company to operate some machines (Reach Truck and Electric Pallet Jack) and it helped a lot to unload the truck and support my team. Luckily, I have a wonderful team to support me at work so I was able to adapt to this new work environment rapidly.



<b>NAME</b>	Marcus
<b>CO-OP INDUSTRY</b>	Retail Trade (Furniture & Home Furnishings)
<b>CO-OP POSITION</b>	Receiving

**What did you learn from classes? What was useful when you worked?**

In procurement and supply management class, I learned how procedures, organizational structures and management are involved in purchasing and supply chain management. It helped me to understand how all the goods and products circulate between suppliers and buyers. Consequently, I was able to apply this knowledge to my work. Additionally, in Cross Cultural Communication Class, I learned about working with different cultures, which helped me to work easily with people from different backgrounds at a professional workplace.

**What are your achievements and please tell us about your future plans.**

After a while at work I re-organized my section of the warehouse to make it work more efficiently, while assisting my co-workers whenever they needed. My manager was satisfied with my performance at work. The company where I did my co-op is well-renowned and offers many opportunities to its employees. I want to successfully graduate the Supply Chain Management program at VanWest College, and upgrade my professional career at the company where I work.

## 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.

## 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 (BC 2024 Labour Market Outlook)
- Gain the skills and hands-on experience today's employers are looking for
- Full student support for co-op work placement and career development

## 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 30 months (total 120 weeks)</li> <li>• Academic Study 12 months (total 952 hours)</li> <li>• Co-op 12 months (total 952 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Technical Sales Representative</li> <li>• Marketing Coordinator</li> <li>• Advertising Assistant</li> <li>• Entrepreneur</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or Cambridge English Scale 160+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Aug 5</li> <li>• <b>2026:</b> Jan 19, Aug 31</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$19,900</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$20,400</li> </ul> <p><small>*Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Commerce &amp; Marketing Co-op Diploma</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## 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.

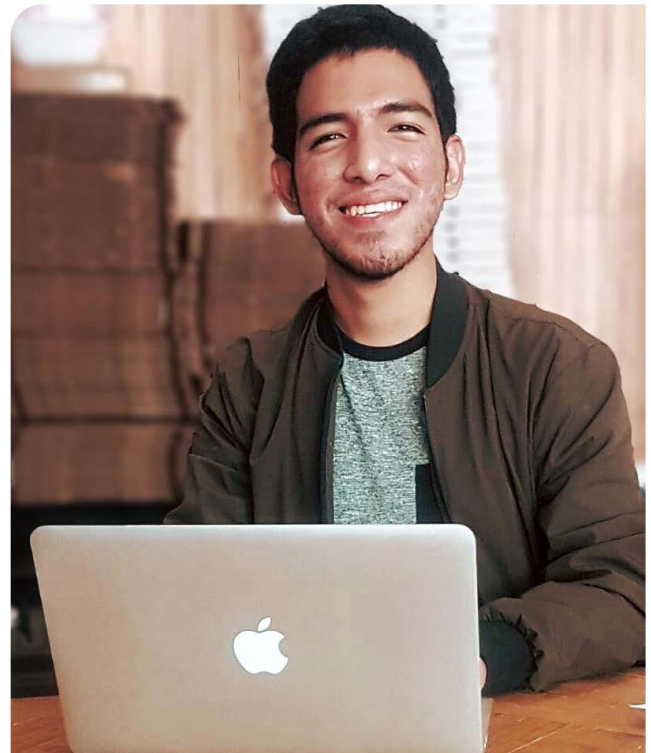
### **BUS 122 Co-op Placement**

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.

**At VanWest, the business courses are relevant to today’s job market, and I loved the interaction with people of different nationalities!**

**Please let us know about the company you worked for and your responsibilities.**

During my co-op term, I worked as a full-time Project Coordinator / Sales Assistant in E\*\*\*A\*\*\* Craft. My main roles in the company involved a main role in the Glass department of the company, ordering the required dimensions and quantity for the completion of our railing projects, and making sure that everything was delivered and installed. I had to constantly coordinate with installers and drafters, along with higher-ups in the company to report that everything was going according to schedule during weekly meetings. Another key task that I was part of was asking for quotes from multiple glass suppliers so that the company could decide how to move forward, not to mention assisting the sales department by providing information on which percentage of glass had been installed properly so monthly invoicing for clients was accurate.



**What do you like about your program?**

What I liked about the program was the number of subjects covered during all my terms that were pretty relevant to today’s job market. I believe that most of the things that I was taught really helped me to understand the importance of these particular businesses and marketing practices in the labor sector. Another thing that I liked is the fact that I got to interact with multiple people of different nationalities during these two years of school, from whom I’ve learned, and with whom I’ve built very strong connections.

<b>NAME</b>	Augusto
<b>CO-OP INDUSTRY</b>	Manufacturing
<b>CO-OP POSITION</b>	Project Coordinator / Sales Assistant

**Does the quality of the program meet your expectations?**

I would say that it was pretty much what I was expecting, and overall, it was a mind-opening experience. In-class discussions and group activities were useful, especially ones focusing on current market-related questions.

**Please tell us about your future plan and your advice to future students?**

My advice would be to never give up, and to always fight for the things you want to achieve. Getting a great job opportunity is not an easy task, even though a lot of people claim that Canada offers a lot of jobs for international students. You are going to always have competition everywhere, so it is up to you to look out for your goals, and determine how successful you want to be. I’m proud of the things I’ve accomplished here, and grateful for this wonderful experience that the school gave me, and you will be, too! Just remember to fight for the things you want, and eventually your success will be inevitable.



**Please let us know about the company you worked for and your responsibilities.**

The first organization I worked for was in the Retail Trade. It was a publicly held Canadian brand that sells leather products. I was a team lead in a retail store. The major role was being a team player, contributing to the stores' success, and displaying a "customer comes first" attitude. Ensuring that customer loyalty is built and maintained was key. Other than opening and closing shifts, my other duties were the same as sales associates, such as merchandising, operating the POS system, resolving customer issues, and selling products. The second place I worked for was in a Casino, the largest gaming company in Canada. I was working as a VIP Host in their business development department. It was a customer service job in general; in particular it provides outstanding customer service to VIP guests as they enter and exit the property, and throughout their time on the casino gaming floor. VIP guests generate a very big part of the overall gaming revenue for the casino. Therefore, a VIP Host needs to work in collaboration with the other casino staff to ensure that VIP guests receive the best, most customized services immediately.

**What was the most challenging part of co-op and how did you get over it?**

The most challenging part during two work co-op periods was to work with different store managers during a short-term period. When I worked at the retail store, I had three different store managers. They all had very different personalities and management styles; their personalities reflected these styles and work processes. So, I decided to observe what their styles were, to pick up some key points that they would value more. That helped me to change my own work process based on their requirements.

**What were your achievements?**

The first achievement was when I got promoted from sales associate to team lead in the second month of working at the retail store. It was amazing that I got promoted in such a short time. The second one was I got compliments from the general manager at the Casino, and she sent a complimentary email to all the departments' managers. This was surprising because all I did was to perform my responsibilities and duties. After this, I realized that it is hard for some people to keep doing what they should do because they have been working there for a long time. I cared about my work; I did my work responsibly. That made me stand out from others.

**What did you learn from classes? What was useful when you worked?**

When I worked in a sales and marketing role as a customer service provider, the most important thing we needed to know was understanding consumer behavior. Consumer behavior is the acts of individuals in obtaining goods and services, including the decision processes that precede and determine these acts. Understanding this would help us know what the customer's need was. Then we could provide appropriate products or services to the customers and affect the post-purchase behavior. That was what I learned from our classes and the most useful part when I worked.

**What skills did you learn through Co-op?**

When I was working in the retail store, taking the initiative was very important. There are too many details we needed to deal with while working. However, we could not wait for our store managers' or assistant managers' advice because they were not able to be there all the time, and it was a fast-paced work environment. For example, when I faced a customer issue, I had to be willing to solve it even though the customer might not be right. I still put my smile on and helped the customer to find the best solution. If I waited for top management's help, I might upset a customer and lose them. "Taking the initiative" will give you great feedback that you might never imagine. I believe that it also gives you great energy. Working is never easy, but you can make it easy and positive as long as you take the initiative.

**Please tell us about your future plans.**

I want to develop more in the sales and marketing field, especially in social media marketing and project management. I would like to start to learn how to use video editing software. Editing video would be a skill I would want to add to my social media abilities. Secondly, project management is one of the subjects I want to keep studying in the future. Expertise in project management would help me with the sales marketing and management career, because I would be able to manage things more efficiently.

**What kind of students would you recommend Commerce and Marketing Co-op to?**

To those who want to gain study and work experience abroad. You can learn valuable knowledge from the classes and apply it in a workplace - starting with the entry-level job, then moving to higher level through the journey. Also, you can improve your English either at work or in daily life. This program is an important addition to your experience when you return to your country.



<b>NAME</b>	Sammi
<b>1<sup>ST</sup> CO-OP INDUSTRY</b>	Retail Trade (Clothing & Clothing Accessories)
<b>1<sup>ST</sup> CO-OP POSITION</b>	Sales Team Lead
<b>2<sup>ND</sup> CO-OP INDUSTRY</b>	Casinos
<b>2<sup>ND</sup> CO-OP POSITION</b>	VIP Host Services

## 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.



### AFTER SUCCESSFUL COMPLETION OF BUSINESS MANAGEMENT AT VANWEST



**30 TRANSFERABLE CREDITS TO YORKVILLE FROM VANWEST**

### AFTER GRADUATION



**POST-GRADUATION WORK PERMIT UP TO 3 YEARS**

## 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
- Students who successfully complete this program can transfer 30 credits to Yorkville University's Bachelor of Business Administration (BBA) degree. After completing the BBA program, students may be eligible for PGWP (Post-graduate Work Permit).



## PROGRAM DESCRIPTION

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

## CO-OP

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

## OVERVIEW

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 18 months (total 72 weeks)</li> <li>• Academic Study 8 months (total 616 hours)</li> <li>• Co-op 6 months (total 616 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Account Services Representatives</li> <li>• Assistant Project Coordinator</li> <li>• Assistant Manager/ Administrative Assistant</li> <li>• Retail Management</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or Cambridge English Scale 160+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Apr 14, Jun 9, Aug 5, Sep 29, Nov 24</li> <li>• <b>2026:</b> Jan 19, Mar 16, May 11, Jul 06, Aug 31, Oct 26, Dec 21</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$13,500</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$14,000</li> </ul> <p><small>*Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Business Management Co-op Diploma</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## SAMPLE PROGRAM SCHEDULE

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



## COURSE DESCRIPTION

### **BUS 101 Cross-Cultural Communication**

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

### **BUS 102 Interpersonal Skills for the Workplace**

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

### **BUS 103 Marketing Essentials**

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

### **BUS 104 Organizational Behaviour**

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

### **BUS 105 Principles of Management**

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

### **BUS 107 Business Correspondence**

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

### **BUS 109 Workplace Preparation**

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

### **BUS 114 Introduction to Accounting**

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

### **BUS 115 Social Media Marketing**

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

### **BUS 116 Project Management**

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

### **BUS 117 Leadership Skills**

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

### **BUS 113 Co-op Placement**

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

**At VanWest, I gained both English skills and work experience!**

The biggest reason I chose the VanWest College Co-op Program is I thought I could **gain both English skills and work experience**. First, I will talk about the period of study. Aside from the difficult contents of the class, the first difficulty I felt was definitely English. In order to start a co-op program, you need to basically go through a level test, but since only high-level students are already gathered, no teacher considers the English level of students. So, it was unfamiliar to me to discuss and present with students from other countries who were good at it, and it was hard at first.

But when I look back, I feel that my English has improved significantly since the four months of study. Because it was not easy, I always tried harder than others to understand the class and pass the assignments or exams. I spent the most time **reading and trying to understand textbooks**. Frequently repeated terms and concepts have broadened my knowledge of English. Through the knowledge learned, I no longer have trouble having discussions and presentations during the class.

During my co-op, I worked as a **Market Analyst at a financial company** that profited by investing in stocks or funds. My original goal was to get a job in a trading or distribution company using my previous experience, but I soon realized that it was not so easy. There are not only locals in Canada, but also many international students who graduated from local universities. I was only a one-year course student who lived in Canada studying English. I wouldn't have been able to get the job without **the help of VanWest College**.

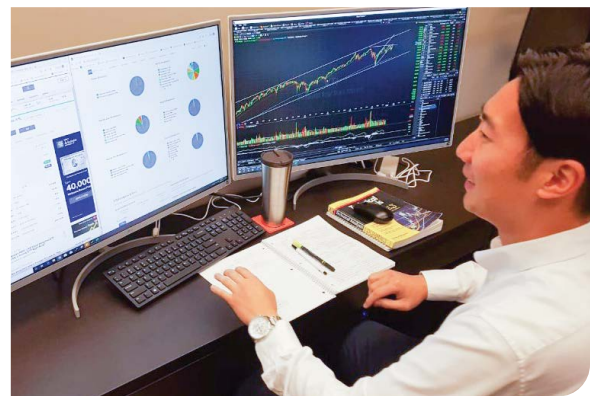
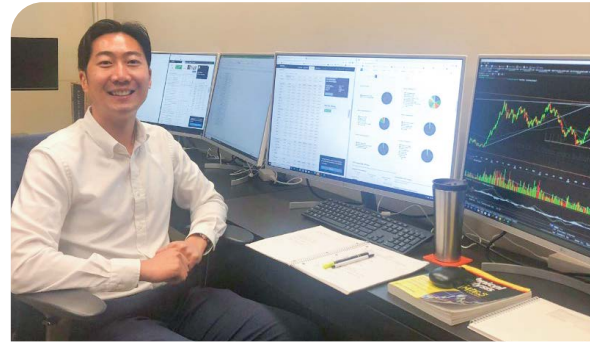
There were two important things that I did before I got the job. Firstly, I visited the **on-campus Co-op team** many times. Every time I had an interview scheduled, I always went to the Co-op Coordinators and asked for help. They were always happy to help me. They always gave me helpful advice on the interview directions and approaches for my career entirely in accordance with my capabilities and circumstances. They would constantly update me with a lot of interview opportunities that matched my resume and experience.

Secondly, I studied very hard to **improve my English skills**. I can say I put in a lot more effort than anyone else. I continued to talk in English to people whom I met through volunteer places, international friend's parties, casual meetups, at an acapella club, and I built good relationships at all those places.

My own experiences have been unique answers to the questions of local job interviewers - they value personal experience very much. This contributed a lot to my getting my Co-op job. I believe I did my best to challenge myself, and this paid off.

Lastly, I would like to give big thanks to VanWest College. I always tell people that choosing VanWest is a good stepping-stone to getting things started. Through VanWest College, I gained both English skills and the international work experience which I was aiming for when I first arrived in Canada.

Thank you. VanWest!



<b>NAME</b>	Derek
<b>CO-OP INDUSTRY</b>	Finance
<b>CO-OP POSITION</b>	Market Analyst

**I'm fortunate to have studied in Canada which provides lots of opportunities and the best quality of life!**

**Please let us know about the company you worked for and your responsibilities.**

During my co-op terms, I worked for two different companies. My first co-op was in Gift, Novelty & Souvenir, where my main function was to provide customer service as we received customers from all over the world. My other responsibilities were to fix the shop windows, receive merchandise, label (tag), and do inventory and work as a cashier. My second part of the co-op I did at a cafe where I was working as a supervisor. My duties were to receive merchandise, attend to customer complaints or requests, do inventory, cash flow, and to train new employees including cashiers.



**What was the most challenging part of co-op and how did you get over it?**

The obstacle I had in the souvenir store was that we received customers from other countries and sometimes they did not speak English well, so it was difficult to communicate with them, I had to be patient and help them so that their shopping experience was good and eventually they became regular customers. At the cafe, one of the main challenges was that some customers were impolite and aggressive. The cafeteria is inside the Vancouver General Hospital so our customers were medical staff, patients and patients' families. We had to understand that sometimes their annoyance was not with us but because of some situation that they were going through at the time, so in both cases I tried to make their shopping experience satisfactory and try to be calm.

<b>NAME</b>	Claudia
<b>CO-OP INDUSTRY</b>	Retail Trade- Gift, Novelty & Souvenir / Food Services
<b>CO-OP POSITION</b>	Customer Service Retail / Store Supervisor

**What did you learn from classes? What was useful when you worked?**

What I applied the most was what I learned in my Cross-Cultural Communication class that I took in my first term, because in this class I learned about the different cultures in the world and how we should adapt. In my first job (the souvenir store) this adaptation was not only to the customers who came from other countries, but also with some of my colleagues who were from Asia, where their culture is very different from mine. In Cafe Ami it was different because most of my colleagues were from Canada or Europe, so there the adaptation was easier because their culture is like mine.

**What are your achievements and please tell us about your future plans.**

One of my achievements was finishing my Business Management Co-op, but I think the main achievement was being able to live and work as a Canadian, having been able to adapt to other cultures and overcome the barrier of the English language. I thought my knowledge was not enough to be able to communicate but I succeeded. I believe that Canada is a country with many opportunities to get ahead, but above all it has the best quality of life.

## 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



## 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 15 months (total 60 weeks)</li> <li>• Academic Study 6 months (total 600 hours)</li> <li>• Co-op 6 months (total 600 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Executive Housekeepers</li> <li>• Tourism Services Supervisors</li> <li>• Food Service Supervisors</li> <li>• Accommodation Supervisors</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or Cambridge English Scale 160+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Jun 9, Sep 29</li> <li>• <b>2026:</b> Jan 19, May 11, Aug 31</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$13,500</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$14,000</li> </ul> <p>* Textbook costs are not included</p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Hospitality Management Co-op Diploma</li> <li>• AHLEI Certificate: Rooms Division Specialization and individual certificate from each course</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## 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.



## 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



## 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 14 months (total 56 weeks)</li> <li>• Academic Study 6 months (total 480 hours)</li> <li>• Co-op 6 months (total 480 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Executive Housekeepers</li> <li>• Tourism Services Supervisors</li> <li>• Food Service Supervisors</li> <li>• Accommodation Supervisors</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or Cambridge English Scale 160+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Kelowna</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Sep 29</li> <li>• <b>2026:</b> Aug 31</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$13,500</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$14,000</li> </ul> <p>* Textbook costs are not included</p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Hospitality Management Co-op Diploma</li> <li>• AHLEI Certificate: Rooms Division Specialization and individual certificate from each course</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## SAMPLE PROGRAM SCHEDULE

	Mon	Tue	Wed	Thu	Fri
9:30 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.



**Why did you decide to take this program? What was your goal in Canada?**

In Vietnam, my family has a business specializing in processing and selling wood products. Sometimes, when I have free time, I visit my parents and observe how they supervise and how they select products that meet the needs of users. Since then, many interesting ideas have come up in my mind. In other words, my business spirit, and management passion started at that time. This is the main reason why I decided to study at VanWest College.



**Why did you upgrade to the Hospitality Management Co-op Diploma?**

After working in a customer service position for my co-op, the place offered me an LMIA. To gain more knowledge and credentials, I decided to upgrade to Hospitality Management Co-op Diploma at VanWest College. I am also excited to improve my English skills, interact with international classmates and instructors at school, and to learn about managing hotels in Canada.



**How was your experience in VanWest College?**

In my experience, VanWest College has an amazing environment to study in. The first time I came to visit the school, I was so surprised that I was the only Vietnamese student at VanWest. I felt comfortable even though my English was not very good, because staff and instructors are extremely thoughtful and caring. They are willing to listen and share the difficulties or happiness with you anytime. Besides, VanWest College is an international school, so the students do not need to be scared about language problems because almost all instructors can speak 2 more languages like Japanese, Turkey, Brazilian, Chinese... Teachers and students can get along well and become good friends - sharing experiences, useful knowledge or simply spending fun time together. Each class always had 10-15 students and all the classrooms were complete with modern equipment like a TV screen, white board, chairs, and tables.

<b>NAME</b>	Linh
<b>CO-OP INDUSTRY</b>	Retail Trade (Food & Beverage - Specialty Food)
<b>CO-OP POSITION</b>	Customer Service Representative

**Could you tell us about your Co-op job?**

I am working as a customer service representative at a retail store (Food & Beverage - Specialty Food). After the first term of the Business Management Co-op program, from what I learned at school, I completed my resume and questions for the interview effectively. I also found jobs Indeed. Fortunately, Te\*\*\*\* saw my resume in Indeed and asked me for an interview in person after a few days. My job includes filling in for opening and closing shifts and working as a cashier and barista; specifically, stocking everything at the store before opening at 7pm such as coffee cups, chocolate, ice water, coffee beans, turning on switches, music, iPad, arranging fresh pastries, and sandwiches in the showcase. For the closing shift, I clean coffee machines, the floor, close the patio, check that the devices are turned off... I can say communication skills, agility and the ability to adapt quickly in a new environment are key to helping me work well at the workplace.

**How much English did you improve? What are the skills you gained through this whole program?**

I think my English is much better than the first day I joined the class. I get to improve my English communication skills all the time as everyone communicates in English in school and in workplace. Also, classmates and teachers are very enthusiastic to help me with improving my ability to have better pronunciation and build up professional vocabulary. Now, I have better listening skills and the pronunciation is better. I also learned many valuable things about North American business practices, such as different communication styles (facial expression / direct communication) and the fundamental principles of business culture.

**You got the LMIA (LABOUR MARKET IMPACT ASSESSMENT), which a lots of students dream of. What is your advice for them?**

To improve communication skills and communicate well with everyone at workplace. In any difficult circumstances, try not to say anything negative, but try your best to resolve the issues. Also, build good relationships with those around you, even customers by being kind.

**I'm thankful for all the challenges and obstacles that I went through - they shape me to become a better person, and a better employee!**

**Please let us know about the company you worked for and your responsibilities.**

The company I am currently working on is called E\*\*\*n Hy\*\*\*. As an office host, my responsibilities are to work with a team by tending to our clients and guests with a warm and friendly manner, checking that the office, kitchen and lounge area are clean and ready to receive clients and guests. I also prepare coffee and ensure that all amenities are fully stocked. I report any incidents or needs for repair and coordinate events with the team by receiving and organizing catering and decorations.

**What was the most challenging part of co-op and how did you get over it?**

I think that the obstacle that every international student faces is the culture differences from our own, and as the days go by we get used to it, showing that we have the potential to grow and learn in the company we are working with. I think that all the obstacles we face make us better people.

**What did you learn from classes? What was useful when you worked?**

Everything I learned in class I managed to put into practice in the two jobs I had here. Without taking anything away, everything helped and influenced me to be a better employer. The content I learned in the Customer Service Skills class particularly helped me to adapt Canadian work-client relations faster. Having co-workers and clients from different nationalities and cultures requires extra attention in professional career and I successfully applied course content during my work.

**What are your achievements and tell us about your future plan.**

My achievements grow with each step at my work and I consider this as a victory. Therefore, I see myself building my life here, working in the area in which I am studying and gradually achieving all my goals, and never giving up, even with the challenges of life. My main goal is to establish myself in the hospitality sector and climb the steps of a professional career in Canada after completing my program.



<b>NAME</b>	Carolina
<b>CO-OP INDUSTRY</b>	Administrative & Support Services
<b>CO-OP POSITION</b>	Office Host

## 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 9 months (total 36 weeks)</li> <li>• Academic Study 4 months (total 336 hours)</li> <li>• Co-op 4 months (total 336 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Retail Salesperson</li> <li>• Hospitality / Tourism Service Provider</li> <li>• Client Services</li> <li>• Guest Service Representative</li> <li>• Restaurant Service Provider</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or Cambridge English Scale 160+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Apr 14, Jun 9, Aug 5, Sep 29, Nov 24</li> <li>• <b>2026:</b> Jan 19, Mar 16, May 11, Jul 06, Aug 31, Oct 26, Dec 21</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$8,900</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$9,400</li> </ul> <p><small>*Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Professional Customer Service Co-op Certificate</li> <li>• Reference letter(s) from Co-op work placement</li> </ul>

## 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 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 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 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.

**Please let us know about the company you worked for and your responsibilities.**

I worked at a retail store that is widely deployed in Europe and America including Canada. This store sells a variety of household items such as furniture and cookware. I had a wide range of work contents, such as taking out goods, waiting on customers, dealing with cash registers, attending meetings, managing inventory, responding to telephone calls, creating sales floors, and transporting merchandise. In addition to this, we had frequent study sessions and tests.



**What was the most challenging part of co-op and how did you get over it?**

When I first started working, I was still lacking the English listening skills. I was able to convey something to others without any problems, but I could not understand English at the speed at which native English speakers spoke. It was stressful for me and customers as well. As soon as customers noticed that I did not understand what they were saying, they showed me the obvious angry face and tone and left. It was very humiliating but gave me a chance to make a big difference. I put myself in an environment where I could listen to English 24 hours a day. In addition, I realized that it is very important not to pretend. When I couldn't understand, I often pretended to understand it. Thinking about it now, this was an act of giving up learning opportunities. I realized that if I pretended to understand, the next time I encountered a similar event I would not be able to understand it. However, it took a lot of courage to ask customers to say it again, so it is important to show your "passion" to customers. This passion is created with an exquisite expression and tone, and by using an appropriate listening expression. As a result, my listening skills have improved dramatically, and in the end, I could catch what my customers, other employees and managers are saying immediately.

<b>NAME</b>	Ryota
<b>CO-OP INDUSTRY</b>	Retail Trade (Furniture & Home Furnishings)
<b>CO-OP POSITION</b>	Sales Associate

**What were your achievements?**

First, I doubled the sales of the department I was in charge of. At my workplace, each person had their own sales floor, and I was in charge of food. By observing customer behavior, rearranging, and featuring, I recorded a 100% increase compared to the sales before I was in charge. Secondly, I got a perfect score in all the tests that were conducted once a week while 70% of our employees took retests every time. Third, in the customer survey, I received more than 50 good feedbacks about me. I always smiled and tried to respond politely to any customers, so I was very delighted to see the results.

**What did you learn from classes? What was useful when you worked?**

Having group works was very useful. The groups are designed to have a mix of diversity, nationality, gender, etc., so it is an environment where you can express your opinion while getting various ideas different from yourself. By gaining a lot of experience like this, I broadened my horizons and became able to accept opinions and ideas that were different from my own. The program also provided countless of opportunities for presentations, alleviated the tension and anxiety of expressing myself in the masses, and now I am confident in making public speeches.

**What skills did you learn through Co-op?**

I am proud of my English and problem-solving skills that I have developed. There were so many challenges in my class for 4 months, but I think I have the current English skills because I have gone through all. I think that all the assignments and internships had a good relationship between inputs and outputs because I was able to put into practice after building the basic skills from the classes. My problem-solving skills were cultivated as I did my job during the co-op. As Canada is known for its diversity, there were different types of customers and employees in the workplace, which sometimes result in troubles and require. Of course, in that variety, there were often troubles, and there were many things to think about in order to solve them. I believe that the problem-solving skills I have developed in such an environment will be necessary in our long life.

**Please tell us about your future plans.**

I took a year off from university and came to Vancouver to take this program. And over the past year, I've been able to dream that I want to play an active role overseas. With that in mind, during my stay in Vancouver, I was interviewed by a Thai branch of a foreign-affiliated consulting company, and I am going to work there for a year. This opportunity is just the first step towards my big dream. First of all, I want to learn basics of consulting business at the company for a year. At the same time, I would like to obtain a license from a USCPA that I am currently studying on an ongoing basis. I have also been studying Chinese and Thai now. In the end, I hope that all the things I'm working on now can be tied together.

**What kind of students would you recommend Professional Customer Service Co-op to?**

I would like to recommend this program to young people who are not confident about themselves, such as "What am I?" or "I don't have something I can be proud of". I think this experience is a good opportunity for you to think about what kind of person you are. Also, if you are a university student like me and are worried about taking a leave of absence, it is totally worth coming. If you would like to participate in this program but feel uneasy, please feel free to contact me anytime!

**Why did you choose VanWest College?**

I chose VanWest College because it offers different lengths of programs for students. When I was 2nd year of my university, I wanted to apply for 1-year break and study abroad. Not only I wanted to improve my English ability, but I also wanted to gain the overseas working experience and enjoy the life in Canada. Among the program options and fully understand the programs details of VanWest College, I chose the Professional Customer Service Co-op Program, it contains 4 months of academic study and 4 months of co-op working period. I hoped I could interact with local people and learn the Canadian workplace and life culture through the co-op work experience.

**Please let us know about the company you worked for and your responsibilities. What were your achievements?**

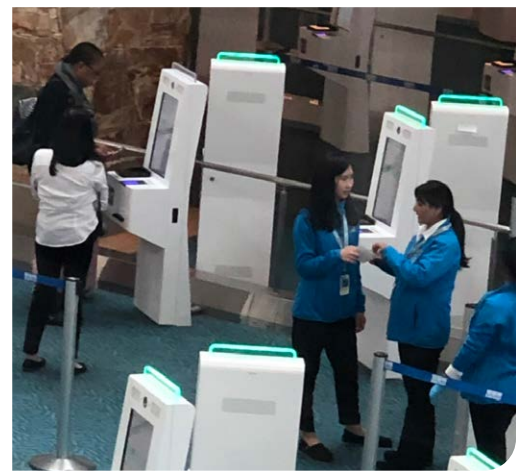
During the co-op period, I was working as a customer service ambassador in the airport. My main duty is to assist arriving and transferring passengers. And, to provide services to all international travelers, being able to speak many languages is very crucial; almost all of my colleagues can speak at least 2 or 3 different languages. Due to my co-op period is in summertime, which is the high tourism season in Vancouver, we were so busy with assisting all the passengers every day. This let me build up strong relationships with my team. I also had opportunities to meet colleagues from all over the world, with all ages and races. We help each other, learn and work together. In these 4 months, I had a great time in the Canadian workplace, not only learning the Canadian work culture, also strongly improving my English skills. The most important thing is to meet a group of friends who work hard together. This was also the reason I chose to come to Canada. I was very happy to get the job I wanted, and I successfully achieved my original goal. It totally meets the expectation and goals I made a year ago.

**What did you learn from classes? What was useful when you worked?**

During the 4 months of academic study, the Cross-Cultural Communication course enhances my communication skills. I have learned how to efficiently express my opinion in my workplace, also apply what I learn to communicate with colleagues from different cultural backgrounds. I think it is a really important skill we have to learn because there are so many people from different countries in Canadian workplaces. For example, I am working as a customer service staff at the airport, there are at least over 80 languages being used in the workplace. As it's my first time to work in Canada, this course helped me quickly adapt to the co-op workplace and the diversities. Another course is Customer Service Skills where our instructor shared many real-life cases and let us to fully understand that the customer service is not only what it is, it contains lots of important skills. For example, there was a complain case happened in a 5 stars hotel, the instructor taught as besides the SOP resolve procedure, we also learn how to build the relationship with customers. In this course, we were divided to different groups and conduct a practical discussion and role play. The instructor carefully discussed and corrected us for every gesture, eye contact, language and response. We also have field trips to shopping mall and sports equipment store to do observation. All the courses help me to enhance my skills and let me be more confident to complete my co-op work as customer service staff in the international airport.

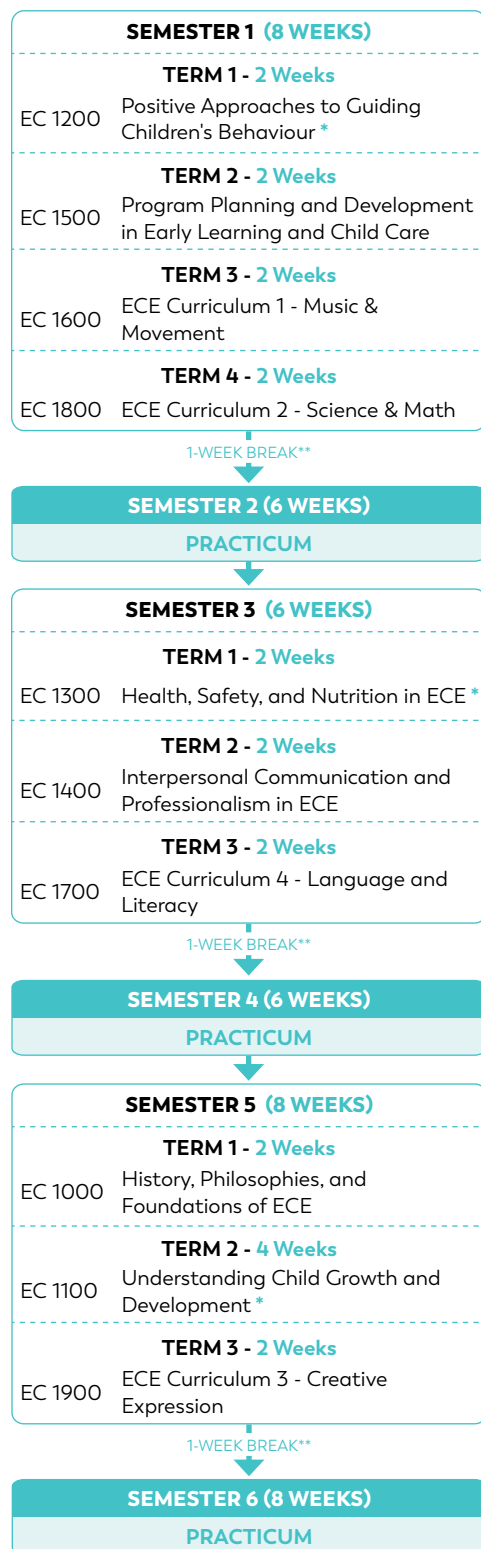
**Suggestions and tips for future students.**

Study hard and be prepared to face any kinds of challenges! At VanWest, all the teachers concern and take care of students' learning progress, in detailed and result oriented teaching way. If you are willing to study hard and work hard, you will learn and improve a lot. It will help your future career development, during the co-op job searching period, the on-campus co-op team will provide the full support, including resume revising and mock interviews. Get ready and be confident and you will be successful for every job interview!



NAME	Haney
CO-OP INDUSTRY	Airport services
CO-OP POSITION	Customer Service Agent

## PROGRAM SEQUENCE



## 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

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 11 months (total 45 weeks)</li> <li>• Academic Study 5.5 months (total 550 hours)</li> <li>• Practicum 5 months (total 480 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Early Childhood Educator</li> <li>• Early Childhood Educator Assistant</li> <li>• Childcare Program Coordinator</li> <li>• Infant Toddler Educator</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 (8 weeks with an average academic score of 75% or greater), or</li> <li>• IELTS 6.0+, or</li> <li>• TOEFL IBT 90+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Provide at least 2 Character Reference forms outlining the applicant's interest, skills, capabilities, and/or volunteer/work experience with children</li> <li>• Attend an interview with the ECE Coordinator</li> <li>• Pass a Criminal Record check in line with BC's Criminal Records Review Act</li> <li>• Provide a Negative Tuberculosis (TB) skin test</li> <li>• Submit a Statement of Intent explaining your motivation, goals, and suitability for the Early Child Education (ECE) course</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Mar 31, Jul 14, Oct 14</li> <li>• <b>2026:</b> Feb 23, Jun 8, Sep 8</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$19,900</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$20,400</li> </ul> <p>* Textbook costs are not included</p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Early Childhood Education Certificate</li> <li>• 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</li> <li>• Graduates will be eligible to apply for Early Childhood Education Certificate from the ECE Registry</li> <li>• Reference letter(s) from practicum placement</li> </ul>

## SAMPLE PROGRAM SCHEDULE

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

\* 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.



## 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 & Development in Early Learning and Child Care**

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 4: 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 2: 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 3: 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 on the Friday of their first week and third week.

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.

## 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.

## 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.

## 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.

## OVERVIEW

<b>Program Length</b>	<ul style="list-style-type: none"> <li>• 2 months</li> <li>• Academic Study 2 months (total 168 hours)</li> </ul>
<b>Potential Career Opportunities</b>	<ul style="list-style-type: none"> <li>• Junior or entry-level positions in a variety of industries</li> </ul>
<b>English Admission Requirements</b>	<ul style="list-style-type: none"> <li>• Completion of VanWest EAP 300 course with a final grade of 75%+, or</li> <li>• IELTS 5.5+, or TOEFL IBT 65+, or Duolingo 100+, or Cambridge English Scale 160+</li> </ul>
<b>Academic Admission Requirements</b>	<ul style="list-style-type: none"> <li>• High School Diploma (Grade 12), or</li> <li>• General Education Development (GED)</li> </ul>
<b>Offered Location</b>	<ul style="list-style-type: none"> <li>• Vancouver</li> </ul>
<b>Start Dates</b>	<ul style="list-style-type: none"> <li>• <b>2025:</b> Feb 18, Apr 14, Jun 9, Aug 5, Sep 29, Nov 24</li> <li>• <b>2026:</b> Jan 19, Mar 16, May 11, Jul 06, Aug 31, Oct 26, Dec 21</li> </ul>
<b>Fees</b>	<ul style="list-style-type: none"> <li>• Tuition: \$3,100</li> <li>• Application Fee: \$250</li> <li>• Student Services Fee: \$250</li> <li>• Total Fee: \$3,600</li> </ul> <p><small>*Textbook costs are not included</small></p>
<b>Credential Upon Graduation</b>	<ul style="list-style-type: none"> <li>• Cross-Cultural Business Communication Certificate</li> </ul>

## 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	





## CHOOSE YOUR PROGRAM AND CHECK THE ADMISSION REQUIREMENTS BELOW:

PROGRAM	ADMISSION REQUIREMENTS		START DATES				
	Academic	English	2025	2026			
<b>Post-Secondary (Co-op)</b>							
Operations & Supply Chain Management Co-op Diploma <b>VANCOUVER</b> 32 MONTHS (14 MONTHS ACADEMIC STUDY + 12 MONTHS CO-OP)	<ul style="list-style-type: none"> <li>High School Diploma (Grade 12), or</li> <li>General Education Development (GED)</li> </ul>	<ul style="list-style-type: none"> <li>VanWest EAP 300 completion with a final grade of 75%+, or</li> <li>IELTS 6.0+, or</li> <li>TOEFL IBT 79+, or</li> <li>Duolingo 115+, or Cambridge English Advanced/Business Grade C+, or</li> <li>Cambridge English Scale 169+</li> </ul>	Feb 18 Aug 5	-			
Supply Chain Management Co-op Diploma <b>VANCOUVER</b> 18 MONTHS (8 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)				Jan 19 Aug 31			
Commerce & Marketing Co-op Diploma <b>VANCOUVER</b> 30 MONTHS (12 MONTHS ACADEMIC STUDY + 12 MONTHS CO-OP)			Feb 18, Apr 14 Jun 9, Aug 5 Sep 29, Nov 24	<ul style="list-style-type: none"> <li>VanWest EAP 300 completion with a final grade of 75%+, or</li> <li>IELTS 5.5+, or</li> <li>TOEFL IBT 65+, or</li> <li>Duolingo 100+, or</li> <li>Cambridge English Scale 160+</li> </ul>	Jan 19, Mar 16 May 11, Jul 06 Aug 31, Oct 26 Dec 21		
Business Management Co-op Diploma <b>VANCOUVER</b> 18 MONTHS (8 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)						Feb 18, Jun 9 Sep 29	Jan 19, May 11 Aug 31
Professional Customer Service Co-op Certificate <b>VANCOUVER</b> 9 MONTHS (4 MONTHS ACADEMIC STUDY + 4 MONTHS CO-OP)						Sep 29	Aug 31
Hospitality Management Co-op Diploma <b>VANCOUVER</b> 15 MONTHS (6 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)							
Hospitality Management Co-op Diploma <b>KELOWNA</b> 14 MONTHS (6 MONTHS ACADEMIC STUDY + 6 MONTHS CO-OP)							
<b>Post-Secondary (Non Co-op)</b>							
Early Childhood Education Certificate <b>VANCOUVER</b> 11 MONTHS (5.5 MONTHS ACADEMIC STUDY + 5 MONTHS PRACTICUM)	<ul style="list-style-type: none"> <li>High School Diploma (Grade 12), or</li> <li>General Education Development (GED)</li> </ul>	<ul style="list-style-type: none"> <li>VanWest EAP 300 completion with a final grade of 75%+ (8 weeks with an average academic score of 75% or greater), or</li> <li>IELTS 6.0+, or</li> <li>TOEFL IBT 90+</li> </ul>	Mar 31, Jul 14 Oct 14	Feb 23, Jun 8 Sep 8			
Cross-Cultural Business Communication Certificate <b>VANCOUVER</b> 2 MONTHS					<ul style="list-style-type: none"> <li>VanWest EAP 300 completion with a final grade of 75%+, or</li> <li>IELTS 5.5+, or</li> <li>TOEFL IBT 65+, or</li> <li>Duolingo 100+, or</li> <li>Cambridge English Scale 160+</li> </ul>	Feb 18, Apr 14 Jun 9, Aug 5 Sep 29, Nov 24	Jan 19, Mar 16 May 11, Jul 06 Aug 31, Oct 26 Dec 21

### IF YOU MEET THE REQUIREMENTS:

- 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
- 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:

- Contact us for the VanWest free online placement test, and take ESL classes to reach the required English level.
- Submit the required documents.
- 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

■ **Holidays / School Closures**

• **Vocational College Programs (VCP) Start Dates**

Each program's start dates: Page 2

• **ESL Program Start Dates**

Every Monday. If Monday is a holiday, Tuesday is the start date.

**01 JANUARY**

S	M	T	W	T	F	S
			<b>1</b>	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	

**02 FEBRUARY**

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9	10	11	12	13	14	15
16	<b>17</b>	18	19	20	21	22
23	24	25	26	27	28	

**03 MARCH**

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16	17	18	19	20	21	22
23 <sup>30</sup>	24 <sup>31</sup>	25	26	27	28	29

**04 APRIL**

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

**05 MAY**

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18	<b>19</b>	20	21	22	23	24
25	26	27	28	29	30	31

**06 JUNE**

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15	16	17	18	19	20	21
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29	30					

**07 JULY**

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		<b>1</b>	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**08 AUGUST**

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17	18	19	20	21	22	23	
24 <sup>31</sup>	25	26	27	28	29	30	

**09 SEPTEMBER**

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

**10 OCTOBER**

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

**11 NOVEMBER**

S	M	T	W	T	F	S
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9	10	<b>11</b>	12	13	14	15
16	17	18	19	20	21	22
23 <sup>30</sup>	24	25	26	27	28	29

**12 DECEMBER**

S	M	T	W	T	F	S
	1	2	3	4	5	6
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21	22	23	24	<b>25</b>	<b>26</b>	27
28	29	30	31			

**01 JANUARY**

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18	19	20	21	22	23	24
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**02 FEBRUARY**

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	<b>16</b>	17	18	19	20	21
22	23	24	25	26	27	28

**03 MARCH**

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**04 APRIL**

S	M	T	W	T	F	S		
					1	2	<b>3</b>	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				

**05 MAY**

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	<b>18</b>	19	20	21	22	23
24 <sup>31</sup>	25	26	27	28	29	30

**06 JUNE**

S	M	T	W	T	F	S			
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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			

**07 JULY**

S	M	T	W	T	F	S
			<b>1</b>	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	

**08 AUGUST**

S	M	T	W	T	F	S
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2	<b>3</b>	4	5	6	7	8
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16	17	18	19	20	21	22
23 <sup>30</sup>	24 <sup>31</sup>	25	26	27	28	29

**09 SEPTEMBER**

S	M	T	W	T	F	S	
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6	<b>7</b>	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	<b>30</b>				

**10 OCTOBER**

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

**11 NOVEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	<b>11</b>	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	<b>24</b>	<b>25</b>	26
27	28	29	30	31		

# VOCATIONAL PROGRAMS - IMPORTANT DATES

STARTING DATES: 2025/2026 (MM-DD-YY)

OPERATIONS & SUPPLY CHAIN MANAGEMENT CO-OP DIPLOMA (128 WEEKS - VANCOUVER)														
SEMESTER 1 ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEMESTER 2 ACADEMIC STUDY (16 WEEKS)		BREAK (8 WEEKS)		SEMESTER 3 - ACADEMIC STUDY (24 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)	TERM 3 (8 WEEKS)	START	END		
Feb-18-25	Apr-14-25	Jun-09-25	Aug-01-25	Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Mar-16-26	May-11-26	July-06-26	Aug-28-26	Aug-31-26	Jul-30-27
Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Mar-16-26	May-11-26	Jul-03-26	Jul-06-26	Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Jan-14-28
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							
Feb-18-25	Apr-14-25	Jun-09-25	Aug-01-25	Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Jul-03-26	Jul-06-26	Dec-18-26			
Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Mar-16-26	May-11-26	Jul-03-26	Jul-06-26	Dec-18-26	Dec-21-26	Jun-04-27			
Jan-19-26	Mar-16-26	May-11-26	Jul-03-26	Jul-06-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Aug-03-27	Jan-14-28				
Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Apr-12-27	Jun-07-27	Jul-30-27	Aug-03-27	Jan-14-28					
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			
Feb-18-25	Apr-14-25	Jun-09-25	Aug-01-25	Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Mar-16-26	May-11-26	Jul-03-26	Jul-06-26	Jun-04-27	
Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Mar-16-26	May-11-26	Jul-03-26	Jul-06-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Nov-19-27	
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-04-27	Jun-07-27	May-05-28	
Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Apr-12-27	Jun-07-27	Jul-30-27	Aug-03-27	Sep-27-27	Nov-22-27	Jan-14-28	Jan-17-28	Dec-15-28	
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)	TERM 2 (8 WEEKS)	START	END							
Feb-18-25	Apr-14-25	Jun-09-25	Aug-01-25	Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Jul-03-26	Jul-06-26	Dec-18-26			
Apr-14-25	Jun-09-25	Aug-05-25	Sep-26-25	Sep-29-25	Nov-24-25	Jan-19-26	Mar-13-26	Mar-16-26	May-11-26	Oct-23-26	Feb-12-27			
Jun-09-25	Aug-05-25	Sep-29-25	Nov-21-25	Nov-24-25	Jan-19-26	Mar-16-26	May-8-26	May-11-26	Jul-06-26	Aug-28-26	Aug-31-26			
Aug-05-25	Sep-29-25	Nov-24-25	Jan-16-26	Jan-19-26	Mar-16-26	May-11-26	Jul-03-26	Jul-06-26	Oct-23-26	Oct-26-26	Apr-09-27			
Sep-29-25	Nov-24-25	Jan-19-26	Mar-13-26	Mar-16-26	May-11-26	July-06-26	Aug-28-26	Aug-31-26	Feb-12-27	Feb-16-27	Jul-30-27			
Nov-24-25	Jan-19-26	Mar-16-26	May-8-26	May-11-26	Jul-06-26	Aug-31-26	Oct-23-26	Oct-26-26	Apr-09-27	Apr-12-27	Sep-24-27			
Jan-19-26	Mar-16-26	May-11-26	Jul-3-26	Jul-06-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Jun-07-27	Nov-19-27				
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	Apr-12-27	Apr-12-27	Sep-24-27			
May-11-26	Jul-06-26	Aug-31-26	Oct-23-26	Oct-26-26	Dec-21-26	Feb-15-27	Apr-09-27	Apr-12-27	Jun-07-27	Nov-19-27				
Jul-06-26	Aug-31-26	Oct-26-26	Dec-18-26	Dec-21-26	Feb-16-27	Apr-12-27	Jun-04-27	Jun-07-27	Aug-03-27	Jan-14-28				
Aug-31-26	Oct-26-26	Dec-21-26	Feb-12-27	Feb-16-27	Apr-12-27	Jun-07-27	Jul-30-27	Aug-03-27	Jan-14-28					
Oct-26-26	Dec-21-26	Feb-15-27	Apr-09-27	Apr-12-27	Jun-07-27	Aug-02-27	Sep-24-27	Sep-27-27	Mar-10-28					
Dec-21-26	Feb-16-27	Apr-12-27	Jun-04-27	Jun-07-27	Aug-03-27	Sep-27-27	Nov-19-27	Nov-22-27	May-05-28					

# VOCATIONAL PROGRAMS - IMPORTANT DATES

STARTING DATES: 2025/2026 (MM-DD-YY)

## 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		
Feb-18-25	Mar-17-25	Apr-14-25	May-12-25	Jun-06-25	Jun-09-25	Jul-07-25	Aug-05-25	Sep-02-25	Oct-24-25	Oct-27-25	Apr-10-26
Jun-09-25	Jul-07-25	Aug-05-25	Sep-02-25	Sep-26-25	Sep-29-25	Oct-27-25	Nov-24-25	Dec-22-25	Feb-13-26	Feb-16-26	July-31-26
Sep-29-25	Oct-27-25	Nov-24-25	Dec-22-25	Jan-16-26	Jan-19-26	Feb-17-26	Mar-16-26	Apr-13-26	Jun-05-26	Jun-08-26	Nov-20-26
Jan-19-26	Feb-17-26	Mar-16-26	Apr-13-26	May-08-26	May-11-26	Jun-08-26	Jul-06-26	Aug-03-26	Sep-25-26	Sep-28-26	Mar-12-27
May-11-26	Jun-08-26	Jul-06-26	Aug-03-26	Aug-28-26	Aug-31-26	Sep-28-26	Oct-26-26	Nov-23-26	Jan-15-27	Jan-18-27	Jul-02-27
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-07-27	May-10-27	Oct-22-27

## 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		
Sep-29-25	Oct-27-25	Nov-24-25	Dec-22-25	Jan-16-26	Jan-19-26	Feb-16-26	Mar-16-26	Apr-13-26	May-08-26	May-11-26	Oct-23-26
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-09-27	Apr-12-27	Sep-24-27

## 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		
Feb-18-25	Apr-14-25	Jun-09-25	Jul-04-25	Jul-07-25	Oct-24-25	Jan-19-26	Mar-16-26	May-11-26	Jun-05-26	Jun-08-26	Sep-25-26
Apr-14-25	Jun-09-25	Aug-05-25	Aug-29-25	Sep-02-25	Dec-19-25	Mar-16-26	May-11-26	Jul-06-26	Jul-31-26	Aug-04-26	Nov-20-26
Jun-09-25	Aug-05-25	Sep-29-25	Oct-24-25	Oct-27-25	Feb-13-26	May-11-26	Jul-06-26	Aug-31-26	Sep-25-26	Sep-28-26	Jan-15-27
Aug-05-25	Sep-29-25	Nov-24-25	Dec-19-25	Dec-22-25	Apr-10-26	Jul-06-26	Aug-31-26	Oct-26-26	Nov-20-26	Nov-23-26	Mar-12-27
Sep-29-25	Nov-24-25	Jan-19-26	Feb-13-26	Feb-17-26	Jun-05-26	Aug-31-26	Oct-26-26	Dec-21-26	Jan-15-27	Jan-18-27	May-07-27
Nov-24-25	Jan-19-26	Mar-16-26	Apr-10-26	Apr-13-26	Jul-31-26	Oct-26-26	Dec-21-26	Feb-15-27	Mar-12-27	Mar-15-27	Jul-02-27
-						Dec-21-26	Feb-16-27	Apr-12-27	May-07-27	May-10-27	Aug-27-27

## 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
Feb-18-25	Apr-11-25	Nov-24-25	Jan-16-26	Aug-31-26	Oct-23-26
Apr-14-25	Jun-06-25	Jan-19-26	Mar-13-26	Oct-26-26	Dec-18-26
Jun-09-25	Aug-01-25	Mar-16-26	May-08-26	Dec-21-26	Feb-12-27
Aug-05-25	Sep-26-25	May-11-26	Jul-03-26		
Sep-29-25	Nov-21-25	Jul-06-26	Aug-28-26		

# VOCATIONAL PROGRAMS - IMPORTANT DATES

STARTING DATES: 2025/2026 (DD-MM-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)			CHRISTMAS BREAK (3 WEEKS)		SEM 6 PRAC. (8 WKS)	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			
31-Mar-25	14-Apr-25	28-Apr-25	12-May-25	26-May-25	30-May-25	02-Jun-25	14-Jul-25	28-Jul-25	11-Aug-25	25-Aug-25	29-Aug-25	1-Sep-25	14-Oct-25	27-Oct-25	24-Nov-25	8-Dec-25	26-Dec-25	29-Dec-25	20-Feb-26	
SEMESTER 1 - ACADEMIC STUDY (6 WEEKS)				BREAK (1 WEEK)		SEM 2 PRAC. (6 WKS)	SEMESTER 3 - ACADEMIC STUDY (8 WEEKS)			CHRISTMAS BREAK (3 WEEKS)		SEM 4 PRAC. (8 WKS)	SEMESTER 5 - ACADEMIC STUDY (8 WEEKS)				BREAK (1 WEEK)		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)	TERM 3 (2 WKS)	TERM 4 (2 WKS)	START	END			
14-Jul-25	28-Jul-25	11-Aug-25	25-Aug-25	29-Aug-25	1-Sep-25	14-Oct-25	27-Oct-25	24-Nov-25	8-Dec-25	26-Dec-25	29-Dec-25	23-Feb-26	9-Mar-26	23-Mar-26	6-Apr-26	20-Apr-26	24-Apr-26	27-Apr-26	5-Jun-26	
SEMESTER 1 - ACADEMIC STUDY (8 WEEKS)				CHRISTMAS BREAK (3 WEEKS)		SEM 2 PRAC. (8 WKS)	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			
14-Oct-25	27-Oct-25	24-Nov-25	8-Dec-25	26-Dec-25	29-Dec-25	23-Feb-26	9-Mar-26	23-Mar-26	6-Apr-26	20-Apr-26	24-Apr-26	27-Apr-26	8-Jun-26	22-Jun-26	6-Jul-26	20-Jul-26	24-Jul-26	27-Jul-26	4-Sep-26	
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)		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			
23-Feb-26	9-Mar-26	23-Mar-26	6-Apr-26	20-Apr-26	24-Apr-26	27-Apr-26	8-Jun-26	22-Jun-26	6-Jul-26	20-Jul-26	24-Jul-26	27-Jul-26	8-Sep-26	21-Sep-26	19-Oct-26	2-Nov-26	28-Dec-26	8-Jan-27	8-Jan-27	
SEMESTER 1 - ACADEMIC STUDY (6 WEEKS)				BREAK (1 WEEK)		SEM 2 PRAC. (6 WKS)	SEMESTER 3 - ACADEMIC STUDY (8 WEEKS)			CHRISTMAS BREAK (2 WEEKS)		SEM 4 PRAC. (8 WKS)	SEMESTER 5 - ACADEMIC STUDY (8 WEEKS)				BREAK (1 WEEK)		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)	TERM 3 (2 WKS)	TERM 4 (2 WKS)	START	END			
8-Jun-26	22-Jun-26	6-Jul-26	20-Jul-26	24-Jul-26	27-Jul-26	8-Sep-26	21-Sep-26	19-Oct-26	2-Nov-26	28-Dec-26	8-Jan-27	11-Jan-27	25-Jan-27	9-Feb-27	22-Feb-27	8-Mar-27	12-Mar-27	15-Mar-27	23-Apr-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			
8-Sep-26	21-Sep-26	19-Oct-26	2-Nov-26	28-Dec-26	8-Jan-27	11-Jan-27	25-Jan-27	9-Feb-27	22-Feb-27	8-Mar-27	12-Mar-27	15-Mar-27	26-Apr-27	10-May-27	25-May-27	7-Jun-27	11-Jun-27	14-Jun-27	23-Jul-27	

## 2025/2026 VOCATIONAL PROGRAMS (STUDY & WORK) **ENGLISH**



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