



PROGRAM DESCRIPTION

This **Co-op diploma** program focuses on preparing the student to work in a variety of business administration positions. This program will give the student theoretical knowledge and hands-on skills in business administration.

LEARNING OBJECTIVES

Students will acquire technical skills with office and accounting software and the knowledge to apply current industry policies, practices, procedures and tools.

ADMISSION REQUIREMENTS

- Grade 12 graduate or mature student status (British Columbia, 19 years or older)
- Meet minimum English language proficiency requirements.

PROGRAM DURATION

Total instructional hours	1040
Total Co-op hours	840
Total program hours	1880
Total program length (weeks)	90

GRADUATION REQUIREMENTS

- Successful completion of all program courses.
- Successful completion of program coop.

CAREER OPPORTUNITIES

Upon successful completion graduates will be able to secure employment in a wide variety and sizes of businesses as a business administrator.

PROGRAM BREAKDOWN

Course No.		Hours
BUS100	Business Mathematics	40
ACC120	Accounting I	80
BUS130	IT Skills for Business	40
BUS150	Introduction to Marketing	40
BUS300	Communication	40
BUS110	Microeconomics	40
BUS140	Project Management Fundamentals	40

Course No.		Hours
BUS200	Business Statistics	40
BUS210	Strategic Supply Chain Management	40
BUS220	Entry Strategies for international Markets	40
BUS230	Business Law	40
SBM120	Sustainability Management	40
BUS310	Operations Management	40
BUS320	International Business	40
BUS330	Organizational Behavior	40
BUS400	Financial Management	40
BUS420	International Marketing	40
BUS410	Entrepreneurship	40
BUS500	Human Resources Management	40
BUS510	Project Management - Budgets and Scheduling	40
BUS600	Small Business Management	40
BUS610	Project Risk Management	40
CAP100	Career Preparation	40
CAP200	Co-op Prep. Workshop	80
Co-op		840

DELIVERY METHODS

- In-class instruction
- Distance education
- Combined delivery (both in-class and distance)

BUS100 Business Mathematics

This course is an introduction to business mathematics. Topics covered include: Mathematics of Merchandising, Simple Interest, Compound Interest, Annuities, Loan Amortization, and Cost-Volume-Profit Analysis. This course is designed to encourage students to develop mathematical skills and abilities by applying them to common business situations. This course will enhance the learner's ability to use mathematics to solve problems and make sound decisions.

ACC120 Accounting I

This course introduces financial accounting concepts. Students learn the double-entry accounting system, including the preparation of financial statements, closing entries, internal controls for cash and payroll accounting.



BUS130 IT Skills for Business

This course is a broad introduction to computers and software. It is designed to give a manager's insight into computer hardware, operating systems, the Internet, related terminology and an effective working knowledge of Microsoft office software (Word, Excel, and Power Point).

BUS150 Introduction to Marketing

Marketing permeates our lives, from the advertising that we are exposed to on a daily basis, to the product decisions we make as consumers. The end goal being to communicate with and persuading others to accomplish our personal and professional goals. The course provides an overview of marketing concepts and their application, exploring key marketing concepts, principles, and theories to help marketers make effective decisions.

BUS300 Communication

This introductory course emphasizes the development of business communication skills, including reading, writing, listening and speaking. Students will write for various purposes and audiences and deliver short presentations to small groups. Students will research, analyze, summarize and document information. Through self and peer evaluation, the writing of documents and oral presentations, students will improve communication skills, with an emphasis given to communicating in diverse teams and across cultures.



BUS110 Microeconomics

This introductory course explores microeconomics. Topics include economic principles such as opportunity cost; the law of diminishing returns; market price setting; price elasticity; and government price controls. Students also learn about unemployment, inflation, gross domestic product, and money, banking, and stabilization policies.

BUS140 Project Management Fundamentals

This course introduces students to project management. The terminology, processes, and knowledge areas of project management are defined to establish a basis upon which students can develop and grow their project management knowledge and skills.

BUS200 Business Statistics

This course is an introduction to descriptive statistics including sampling, probability, estimation, hypothesis testing, correlation, regression and analysis of variance. Students will explore simple statistical problems taken from real life experiences.

BUS210 Strategic Supply Chain Management

The course introduces students to designing, planning, executing, controlling and monitoring global supply chain activities, including production and inventory management processes and regulatory and security requirements. Other topics examined will include logistics planning and its impact on business planning, modes of transportation, the roles and value of outside service providers in a supply chain strategy, order processing and inventory management.

BUS220 Entry Strategies for the International Market

This course will cover a comprehensive assessment of international market entry options for the export of products or services and optimal market entry strategies. Students will be able to assess barriers to market entry, differentiate between market-entry strategies, recommend potential international partners, and negotiating partnership agreements.

BUS230 Business Law

This course explores the basic legal principles required to conduct international business. It covers the legal implications of international business activities, discusses the legal aspects related to intellectual property, competition and antitrust laws, public trade law and legal issues related to Ecommerce in international business.



SBM120 Sustainability Management

Sustainability changes shape depending on its setting. This course builds a foundational understanding of more sustainable business operations through an investigation of current industry issues, best practices and greening practices. Course work will involve the assessment and mitigation of operational impacts toward the development of responsive and responsible organizations, examining these issues, where possible, through a lens of strategic systems thinking. Students will build a recognition of sustainable operations as a viable route toward financial responsibility as well toward the reduction of risks in the marketplace.



BUS310 Operations Management

This course is an introduction to the operations management profession and the wide range of career opportunities in operations management. An operations manager is concerned with the planning, decision-making and actions required in producing and delivering an organization's goods, productivity and ultimately the success of the organization.

BUS320 International Business

The emergence of the global economy has challenged traditional assumptions about management. This course will help students manage international trade activities more effectively, with an eye to competitive advantage. Students will have the ability to develop an international business and implementation plan by understanding the scope and breadth and integration of international trade practices.

BUS330 Organizational Behavior

This course challenges the prospective business manager to understand, explain, predict and note changes in human behaviour in the context of an organization. Behaviour of both individuals and groups will be studied.

BUS400 Financial Management

This course introduces financial concepts emphasizing the importance of cash flow management. This course explores the financial and accounting concepts and practices involved in financing a business, sourcing funds to keep the business in operations and look at funding options from securing venture capital money to stock splitting of company shares.

BUS420 International Marketing

This course is an introduction to the role of marketing in the pursuit of international business opportunities and an exploration of the implementation and coordination of the international marketing activities of products and services. Students will examine the potential challenges and the various factors that could affect a successful outcome. Participants will be provided with the basic knowledge and skills to develop an international marketing plan and knowledge on how to achieve business targets.

BUS410 Entrepreneurship

Entrepreneurship is the process of designing, launching and running a new business that offers a product, process or service, generally not being offered by others. This generally makes it high risk. The entrepreneur is a highly motivated person who manages the business. In this course students will learn the characteristics of an entrepreneur and what is required to conceive of, organize, acquire financial and other resources, create and execute an entrepreneurial business plan.

BUS500 Human Resource Management

This course will introduce concepts and practical aspects of human resources and how it is practiced in the workplace. Topics include the strategic importance of human resources, the demographic challenges, job analysis organizational structure design, manpower planning, training, candidate selection, government and legal challenges. In addition the course explores the day-to-day workings of human resources including performance appraisal, compensation management, financial incentives, employee benefits and services and employee relations.

BUS510 Project Management – Budgets & Scheduling

This course will introduce the techniques to plan and manage a project schedule using project management best practices. Exploring all aspects of managing a projects budget, from planning and costs estimation to monitoring and controlling the costs throughout the duration of the project; this course will give an understanding of how to break down project activities, estimate resources and how to allocate these resources, providing insight into project scheduling and schedule management.

BUS600 Small Business Management

This course provides both a practical and theoretical understanding of small business management. Students will study leadership and managing a sales force, sales channels and the importance of strategic alliances. These skills prepare students to assume leadership roles. An understanding of organisational goals and how to achieve them through effective management and sales. Students will develop



consultative skills through the study of key account management, group negotiations and the preparation of proposal and quotations.

BUS610 Project Risk Management

Project risk management is a critical aspect of successful project management. The process of risk management requires a proactive approach to plan, monitor and control the risks and achieve the objectives of the project successfully. This course provides insight and tools to improve project risk management and increase the probability of project success.

CAP100 Career Preparation

This course prepares students for their job search by introducing them to interviewing skills, resume writing, cover letters, interview preparation, public speaking and an introduction to general customer service.

CAP200 Co-op Preparation Workshop

This course is to get students familiar with the work culture, communication, employer – employee relationship and all necessary soft skills that are needed to secure a job. This course is spread over all terms and teaches students different levels of skills needed to obtain and keep a job.

CO-OP

Co-op will provide the student with the opportunity to apply acquired theory and skills in a practical business setting. Students will gain real world experience working on projects as a member of a team with project deliverables and deadlines.

Methods of Evaluation

Course grading is indicated on each course outline. Generally assessment will consist of quizzes, exams, and assignments.

Required Course Material

Not all courses may have textbooks. Textbooks are listed on the course outline. Textbooks may not be available through the college.

Equipment

Computer and requisite software are provided at the college. No other equipment is required unless otherwise indicated on the course outline.

Program

Course currency and relevancy may change depending on the requirements of industry. The school may make changes at any time. Changes will be effective when made.

Other

For proof of *English Language Proficiency* please refer the Student Handbook.