



**Create Career
College**

Business Administration Diploma with Co-op



Create Your Future Here!

650- 4789 Kingsway, Burnaby, BC V5H 0A3 | <http://ccccollege.com>

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Business Administration Diploma Program Overview

The Business Administration Diploma Program is designed to prepare students for a managerial or administrative position in the field of retail, finance, marketing, and more. This Program offers a solid foundation in various business administration functions: management, accounting, marketing, communication, and organizational behaviour. Furthermore, specialization options in finance, investments, strategic management, and international business and economics are available to students.

Co-op

At Create Career College (CCC), we provide work placements for the Co-op semester. The 48 weeks Co-op semester is an excellent opportunity for students to apply their knowledge in the professional field. The Co-op option is especially beneficial to international students because the Co-op provides valuable Canadian work experience that will boost students' competitive advantage in the job market.



We Offer

100% Practicum Placement

Upon course completion, experienced advisors at Create Career College help students find co-op/practicum opportunities. Throughout the co-op/practicum placement, students can apply theoretical knowledge, gain first-hand career insights from industry professionals, and build network within the industry.

A solid foundation in various business administration functions: management, accounting, marketing, communication, and organizational behavior.

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Admission Requirements

1. Students must be 19 years of age or over on the first day of class
2. Minimum High School Graduate or equivalent

If a student is from a non-English speaking country, the student needs to meet one of the following

1. TOEFL iBT a minimum score of 60; IELTS academic a minimum score of 4.5
2. Successful completion of Grade 12 from a Canadian High School or equivalent
3. A score of 60% on the Create Career College English Placement Test

Students may enroll in ESL courses before starting the academic program

Course Listing

1. Managerial Communication

2. Introduction to Management

3. Human Resource Management

4. Business Law

5. Organizational Behavior

6. Accounting

7. Corporate Finance

8. Strategic Management & Marketing Perspectives

9. Managerial Economics and strategy

10. Investment & Stock management

11. International Business Management

12. Work Placement Skills

Start Dates

2021

Oct	Nov	Dec
11	8	6

2022

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
17	14&28	28	25	23	20	18	15	12	24	7

Courses Overview

Managerial Communication

This course focuses on written, verbal and non-verbal communication so that students are able to assess their audience, interpret body language and communicate interculturally. Students will enhance their written skills through writing business reports and various types of messages.

Introduction to Management

This is a core course of the business administration program. It gives students an overall view of the theoretical and practical concepts of an organization's management: planning, organization, leadership and control.

Business Law

This introduction to Canadian business law focuses on writing contracts, what makes a contract valid and the legal responsibilities of a business. The course will also elaborate on different methods of establishing a business and legal issues related to employment.

Human Resource Management

This course gives students the practical and effective methods for recruitment, training & measuring performance. Students learn how different organizations use different types of recruitment and performance management methods as well as employee retention strategies.

Organizational Behavior

Organizational behavior is a core program in which students learn how to deal with people on a personal and organizational level. The course is structured to help students understand how personalities affect organizations and how organizational cultures are shaped. They learn about different leadership styles and self-improvement techniques.

Accounting

Students acquire hands on experience performing all aspects of an accounting cycle: journalize transactions, create a trial balance, close accounts and create financial statements. This course is a pre-requisite for the finance course.

Strategic Management & Marketing Perspectives

Students will analyze cases and researches and present concepts learned in class. Students will also learn how to build long-term profitable relationships with consumers. Students will be expected to complete a full market research for a potential product or service, select a pricing strategy and choose the best communication and delivery methods.

Corporate Finance

Finance for managers is designed to help students make decisions based on financial statements using financial ratios, assessing organizational risks and evaluating opportunities. Students will learn concepts such as valuation of financial securities and maximizing shareholder value.

Managerial Economics and strategy

Managerial economics is a course designed to shape students thinking by incorporating internal and external economic factors. The course focuses on concepts such as supply and demand, production costs and market structures. Students will study these theories and their application and learn how to calculate start-up operational costs and profit margins.

Investment & Stock management

The focus here is on investment strategies. Students will analyze stock markets, evaluate investment opportunities and learn how to manage an investment portfolio.

Work Placement Skills

The course covers topics such as resume building, writing cover letters, interview techniques and career planning.

International Business Management

In this course, students explore streaming platforms and analyze user traffic, viewership, communications, and sharing options. Students will work collaboratively in teams to conduct thorough research in identifying an appropriate streaming platform for online marketing, and prepare and present an online marketing plan designed for streaming platforms.



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