



Create Career
College

Business Administration

Diploma with Co-op



Create Your Future Here!

Table of Content

- 1 School Introduction**
- 2 Program Introduction**
- 3 Admission Requirements**
- 4 Lecture Structure**
- 5 Lecture Overview**
- 6 Career Opportunities**
- 7 Enrollment Dates**



School Introduction



Who are we

Founded in 2010, Canadian Create Career College (CCC College) is a Designated Learning Institution (DLI number: O19275297052) accredited by PTIB (Private Training Institutions Branch) and has earned BCEQA (British Columbia Education Quality Assurance) designation.

CCC College offers various accredited programs designed for trending industries with the most abundant job openings each year. Students at CCC College are able to acquire, develop and practice new workplace skills aligning with the rapidly changing job market and earn the most in-demand diplomas or certificates for today's workforce.

CCC College attracts students from all over the world with the unanimous goal of career success, creating a diverse and multicultural platform with a remarkable wealth of networking opportunities and experience.



100% Practicum Placement

Upon course completion, our experienced student advisors will assist in connecting with companies and searching for suitable practicum placements in the local area. Students can apply the acquired skills to workplaces in real business settings. During the practicum placement, students from CCC College are able to:

- 1 Apply theoretical knowledge
- 2 Gain first-hand career insights from industry professionals
- 3 Network within the industry to develop contacts
- 4 Solidify a clear career plan

Our Mission

Our mission is to strive for excellence in providing intensive accredited training to students from many cultural backgrounds and language abilities to help them thrive in the business world today.



Why Choose Create Career College (CCC)?



1 College-Enterprise Cooperation, Theory-Practice Combination

Create Career College (CCC) forged long-term collaboration with a number of local enterprises in different industry sectors. Students at Canadian Create Career College (CCC College) are able to acquire hands-on experience directly in line with workplace requirements.



2 Small Class Sizes

Create Career College has a low student-to-teacher ratio which ensures everyone can receive immediate feedback and get maximum attention from our professional instructors.



3 Career Path Assistance

Create Career College has dedicated advisors who offer career assistance to students. Students from CCC College are able to maximize their potential and greatly improve their competitiveness in the job market today.



4 Flexible Schedule, Immediate Start Dates

Create Career College offers full-time programs with flexible schedules. Most programs have a new intake every four weeks.

Admission Requirements



1 Student must be a high school graduate or equivalent or above;



2 Student must be at the age of 19 years old or over on the first day of class;

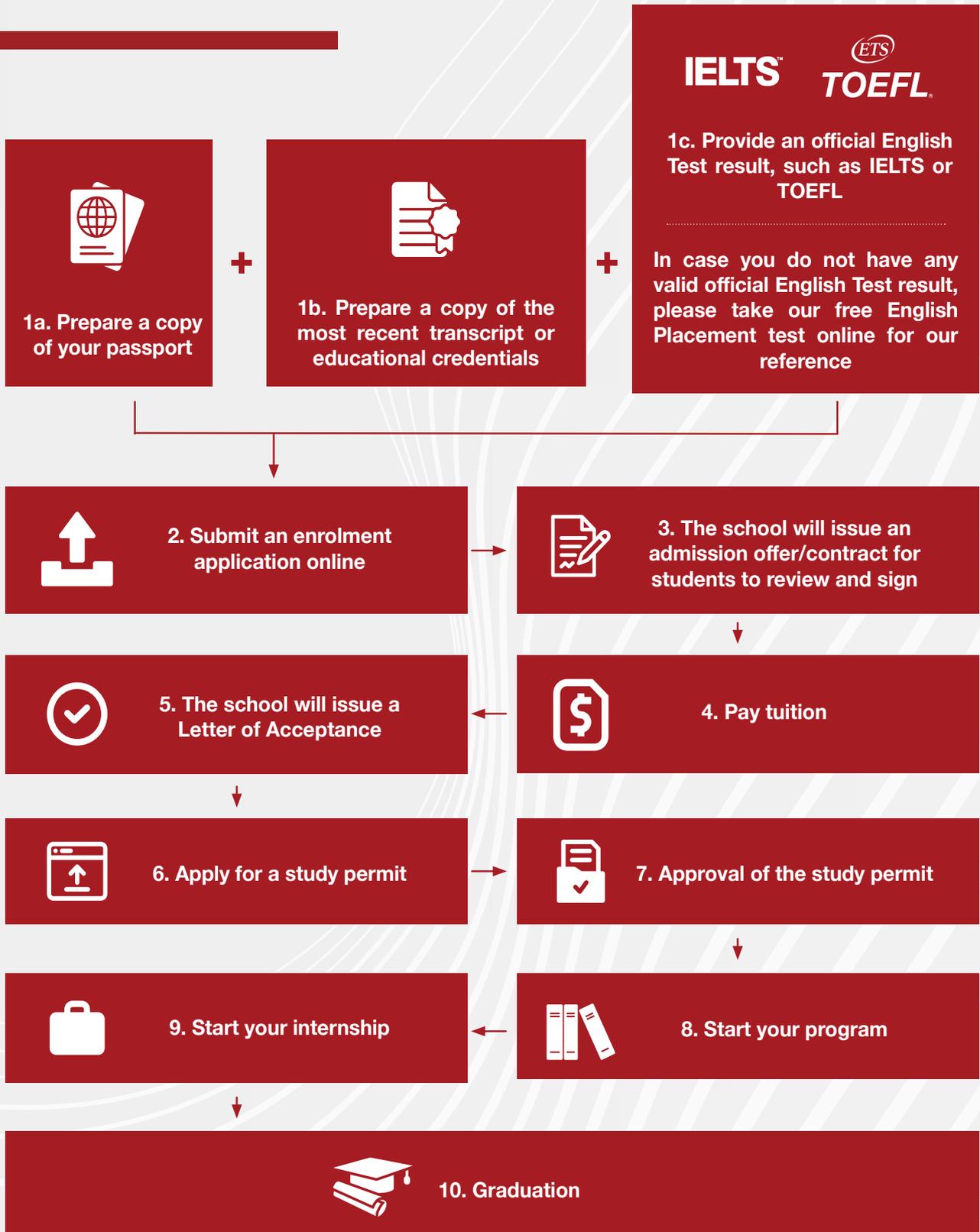


3 Prior to acceptance into the vocational or academic program at Create Career College, the student must meet the requirement of English proficiency, through either submitting an English score assessed by an approved and certified English Testing institution OR a successful English assessment at Create Career College OR completing a prerequisite program offered by Create Career College, which could be one of the following:

- Successful completion of the Create Career College's English as a Second Language (ESL) program, a prerequisite to vocational and academic programs in Create Career College, or
- Obtaining a minimum score of 80 on TOEFL iBT, or a minimum overall band score of 6.0 on IELTS academic module, or
- Successful completion of Grade 12 from a Canadian High School or equivalent, or
- A score of at least 60% on the Create Career College English Placement Test.



Admission Procedure



Program

Introduction

Intake: Intermittent intake every month (12 intakes per year)

Method of Delivery: In-person or Blended (Remote + In-person)

Method of Instruction: Combination of Instructor-led lectures, discussion or forums, guest speakers, case studies, presentations, online readings, and quiz participation. Online delivery will utilize Canvas (Learning Management System) and Zoom to host lectures, assign homework, start discussions and monitor attendance.



Lecture
1,000 hours
(50 weeks)



Paid Co-op
960 hours
(48 weeks)

Duration of the Program: In total 98 weeks (1,960 hours)

The Business Administration Diploma is designed to prepare students for a managerial or administrative position in the field of accounting, finance, marketing and management.

This diploma program builds a solid foundation to power students' pursuit of career success in the modern business world. Students will acquire multiple skill sets such as financial advisory and planning, human resources management and investment management.

This program integrates lecture and tutoring with **48-week Co-op work experience** where students can improve their competence and develop practical Business Administrative skill sets in real-world practices for future career success.



Lecture Overview

1 Managerial Communication

Managerial communication is designed to help students appreciate the importance of effective communication. The course focuses on written, verbal and nonverbal communication and students are able to assess their audiences, interpret body language and communicate interculturally. Students will enhance their written skills through writing business reports, financial plans and commercial emails.

2 Introduction to Management

This core program provides students with an overview of the theoretical and practical concepts of an organization's management from planning, organization, leadership to practical management.

3 Human Resource Management

Managing people is an essential factor of a business. This course provides students with 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.



4 Business Law

This course focuses on writing contracts. Lecturer will teach what makes a contract valid and the legal responsibilities of a business. The course will provide brief concepts on handling employment and legal issues.

5 Organizational Behavior

Organizational behavior is a core course 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. Leadership styles and self-improvement techniques are the main focuses in this topic.

6 Marketing perspectives

Students learn how to build long-term profitable relationships with consumers. Students will complete a full market research for a potential product or service, select a pricing strategy and choose the best market communication strategy.



7 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.

8 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 including valuation of financial securities and maximizing shareholder value.

9 Strategic Management

Students will learn to build long-term business plans. Students will analyze cases, research and present concepts learned in class.

10 Managerial Economics and strategy

This is a course designed to shape students' thoughts by incorporating internal and external economic factors. The course focuses on concepts such as supply and demand, production costs and market structures. Students will learn how to calculate start-up operational costs and profit margins.

11 Investment & Stock management

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

12 International Business Management

The course will introduce international trade, global environment assessments, economics and political systems to students. Students will compare global market entry methods and types of direct foreign investment.

13 Work Placement Skills

International students will learn how to get a job in Canada. The course covers topics such as résumé building, writing cover letters, interview techniques and career planning.





Career Opportunities

- Accounting Assistant
- Financial Specialist
- Marketing Assistant
- Office Administrator
- Receptionist
- Company Secretary Assistant

Enrollment Dates



Intake Start Dates 2022

- ▶ August 1, 2022
- ▶ August 29, 2022
- ▶ September 26, 2022
- ▶ October 24, 2022
- ▶ November 21, 2022
- ▶ December 19, 2022



Intake Start Dates 2023

- ▶ January 16, 2023
- ▶ February 13, 2023
- ▶ March 13, 2023
- ▶ April 10, 2023
- ▶ May 8, 2023
- ▶ June 5, 2023
- ▶ July 3, 2023
- ▶ July 31, 2023
- ▶ August 28, 2023
- ▶ September 25, 2023
- ▶ October 23, 2023
- ▶ November 20, 2023
- ▶ December 18, 2023



Create Career College

Create Your Future Here!

Contact Info

 +1 778-379-0909

 +1 604-719-8293

 info@createcareercollege.com

 650 - 4789 Kingsway, Burnaby, BC V5H 0A3

 <http://cccvancouver.ca/>

 [create_career_college](#)

 [CreateCareer College/ Metro Vancouver](#)

 [CreateCareerCollege](#)