

Certificate in Business Essentials







Description



The purpose of this program is to prepare the students for business environment. Graduates of this certificate will be able to further their education in the field of business management by pursuing diploma. Graduates will be able to work in entry level jobs in business organisations.

Job Opportunities



- · Customer Service Representateive,
- Marketing assistant, Accounting assistant

Program Admission Requirements



High School Diploma or Equivalent or Mature Student Status (19 years of age or more) and Proof of English Language Proficiency.

For English Language Domestic Students need to have Grade 10 English or Successful Completion of English Language Proficiency Assessment Test conducted by College Authorities.

International Students will need to submit a proof of English Language Competency by any one of the following options:

- IELTS 5.5 Bands or More
- CLB Score of 6 or more
- PTE Academic 50 or more

- Any other English language assessment test with equivalent score
- Successful Completion of English Language Proficiency Assessment Test conducted by College Authorities
- Successful Completion of 24 week ESL Program at Western Community College

Program Duration

320 hours (16 weeks)

Homework: 3-4 hours

Course Outline		
COURSE NAME	# OF HOURS	
Business Communication	80	
Principles of Marketing	80	
Computer Applications in Business	80	
Accounting Fundamentals	80	
Total Duration :	320 hours	

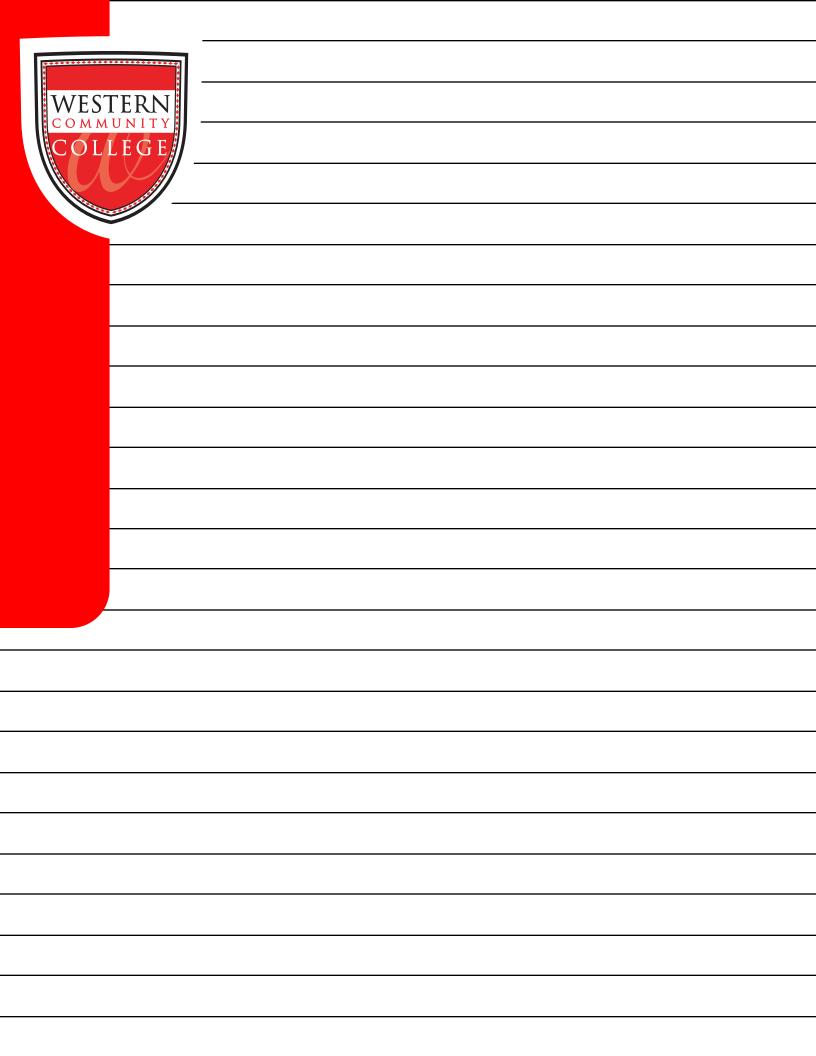
Upon completion of this program the successful student will have reliably demonstrated the ability to:

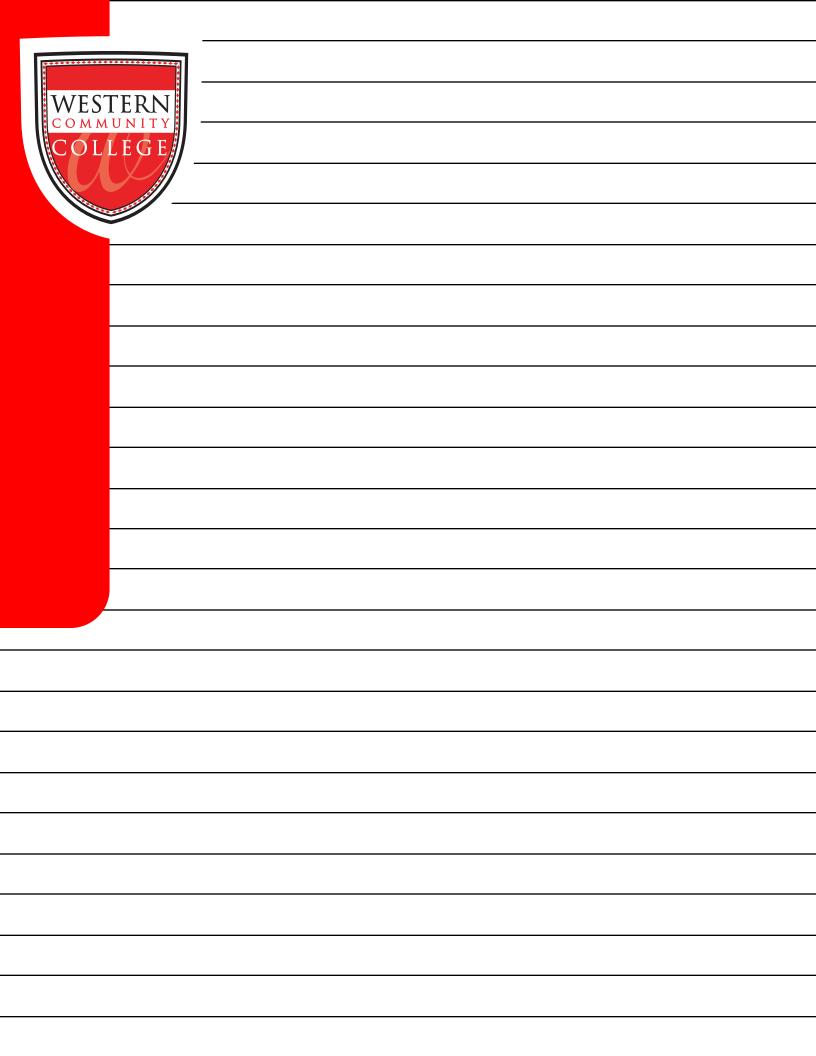
- Demonstrate a knowledge of day to day operations of a business;
- Demonstrate the knowledge of computer applications in a business:
- · Demonstrate and understanding of essentials of accounting
- Identify the basic principles of marketing and sales.

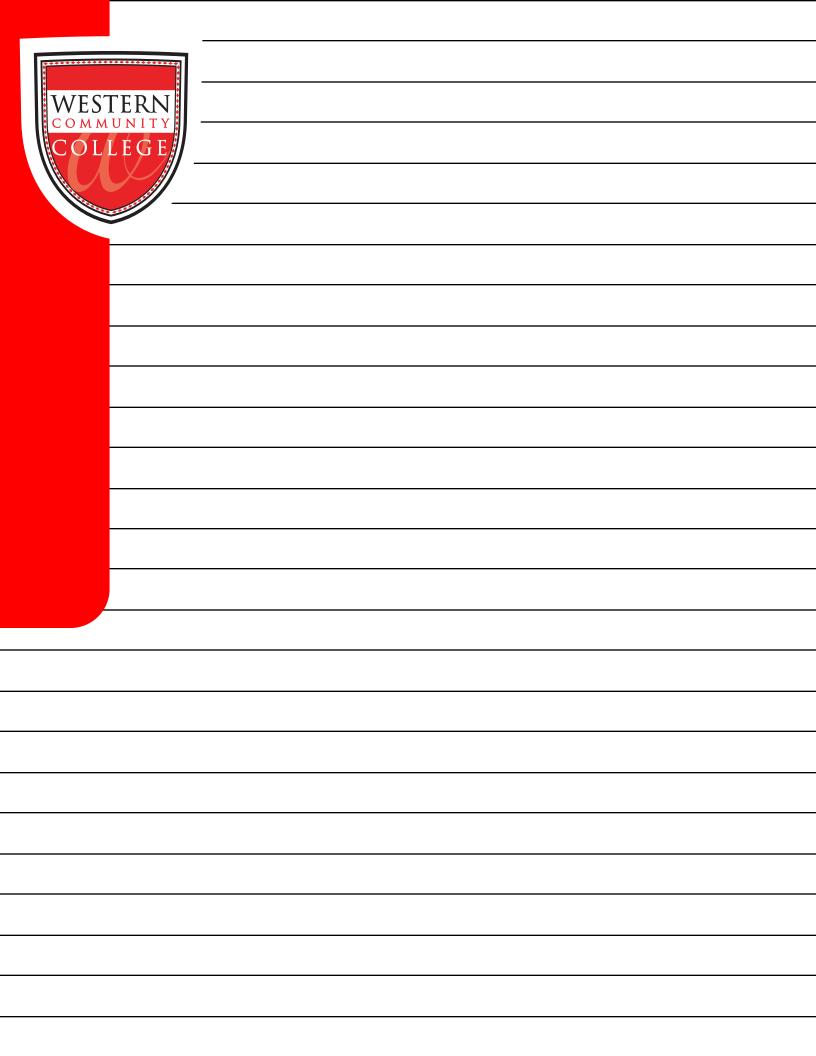
- Demonstrative effective communication skills and an understanding of communication in a business environment.
- Apply the knowledge of computer applications for day to day business operations

Fee Structure

#	PARTICULARS	FEE	REMARKS
1	Registration Fee	\$ 250	Domestic Students
2	Other Fee	\$ 200	
3	Tuition Fee	\$ 2800	
То	Total \$ 3250		
1	Registration Fee	\$ 250	International Students
2	Other Fee	\$ 200	
3	Tuition Fee	\$ 4100	
То	tal	\$ 4560	















PARTNERS WITH













Surrey

Unit 201-8318 120th St. Surrey, BC, V3W 3N4 Phone: 604.594.3500

Fax: 604.594.3505

Abbotsford

Unit 201-3670 Townline Rd. Abbotsford, BC, V2T 5W8 Phone: 604.776.1301

Fax: 604.776.1303

South Surrey

Unit 204-15840 24 Ave. Surrey, BC, V3Z 0G1 Phone: 604.594.3500 Fax: 604.594.3505