



# Certificate in Business Essentials



STEP TOWARDS A BRIGHTER FUTURE

## 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 Representative,
- 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
<b>Total Duration :</b>	<b>320 hours</b>

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	<b>Domestic Students</b>
2	Other Fee	\$ 200	
3	Tuition Fee	\$ 2800	
<b>Total</b>		<b>\$ 3250</b>	
1	Registration Fee	\$ 250	<b>International Students</b>
2	Other Fee	\$ 200	
3	Tuition Fee	\$ 4100	
<b>Total</b>		<b>\$ 4560</b>	

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PARTNERS WITH

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IT ACADEMY

Microsoft **Imagine Academy** 

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