



Why Study at Westminster College?

- Qualified Instructors with industry experience.
- Great location: the campus is located close to Surrey Central Skytrain station.
- Wireless network throughout the campus.
- Job placement assistance available.
- Small class size ensures personalized attention to each individual student.
- International students may live with Canadian homestay families and this will immerse the students into an English-speaking environment and culture.
- The campus has a friendly administration staff and faculty.

The Westminster College can be your best choice for building skills and confidence in business administration for the years ahead.



Why Business Administration?

- Growing demand for qualified business graduates, because more people are employed in business than in any other field.
- The best business professionals today need to prove competence in all the key areas of business: accounting, finance, international business and trade, marketing and management.
- Employers today are demanding that business students obtain an important set of "soft" skills in communications, IT, teamwork, and critical thinking.
- Students who complete the program in Business Administration acquire a broad-based education necessary for today's team-oriented and competitive environment, and are provided with instructional resources and ongoing enhancement of business skills.

Registration and Licensing:

Westminster College is a private post-secondary institution fully registered with the Private Training Institutions Branch (PTIB), Ministry of Advanced Education, Government of British Columbia.



For more information contact:
Westminster College
 200 - 10252 City Parkway
 CANADA V3T 4C2

E-mail: info@westminstercollege.ca

Website: www.westminstercollege.ca



WESTMINSTER COLLEGE

JOIN OUR DIPLOMA PROGRAM IN BUSINESS ADMINISTRATION (ONE-YEAR DIPLOMA PROGRAM)

The Department of Business Administration offers a one-year diploma program. The purpose of this program is to provide an opportunity to acquire the required knowledge and skills to perform a job at the beginning level positions in the field of Business Administration.



Join Our One-Year Diploma Program in Business Administration

Program Description

The purpose of this program is to provide an opportunity to acquire the required knowledge and skills to perform a job at the beginning level positions in the field of Business Administration. The one-year Diploma Program in Business Administration is designed for people who recognize that better grounding in business fundamentals will improve their career prospects. This program provides managerial-level training for administrative staff and office managers. General management skills are developed to provide expertise in business administration, interpersonal skills, computer, strategic thinking, critical thinking, understanding organizational dynamics, effective business communication and professional development. The objective of this program is to provide students with an education in the techniques of management, business and administration through an integration of theory and practice.

Learning Outcomes:

- Discuss primary management functions such as planning, organizing, staffing, leading & controlling.
- Explore basics of microeconomics
- Explain various roles in Human Resource Management.
- Explore principles of marketing.
- Apply various concepts of organizational behavior.
- Formulate simple business strategies
- Use basic accounting principles for day to day accounting & book keeping needs of a business.
- Explore the financial environment and the tools used by the finance professionals.
- Use a personal computer for computing needs of a business.

Admission Requirements:

High school certificate (12th grade pass) or mature student status. Interview by admissions officer/campus director or pass an admission test. 19 years of age.

Fees:

All fees are in Canadian Dollars

Registration Fee:

- \$150 for domestic students
- \$200 for international students

Tuition Fee:

- \$12,000 for domestic students
- \$14,000 for international students

Textbooks:

- \$2,000

Mission Statement:

Our mission is to bridge the gap between formal education and the demands of the Business and IT industry and to prepare our students with the knowledge, skills and confidence necessary for pursuing successful careers in the fields of Business Administration, Information Technology, Computer Science, Financial, Health and Hospitality Services.

Benefits:

- Form new networks among people who will be working in your field.
- Extra computer time and additional help available if needed.
- Extended assistance to alumni.



Photo courtesy of Tourism Vancouver

Program Outline:

Core Courses:

(for all students, irrespective of their specialization)

Computer Fundamentals with Keyboarding, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook, Fundamentals of Accounting, Intermediate Accounting, Customer Service & Interpersonal Skills, Office Procedures and Strategies, Office Administration, Principles of Microeconomics, Behavior in Organizations, Psychology, Principles of Macroeconomics, Business Communications, Effective Business Writing, Practicum/Field Placement, Professional Development & Job Search Skills, Career & Employment Strategies.

- WM412: Management Principles and Practices
- ME401: Foundations of Microeconomics
- HR401: Introduction to Human Resource Management
- WM403: Organizational Behavior and Management
- WM406: Fundamentals of Business Strategy
- WM401: Fundamental Accounting Principles
- WM431: Introduction to Finance
- WM409: Principles of Marketing
- WM302: Business Communication
- WM301: Computer Basics for Managers

Career Opportunities:

Upon completion of the program, graduates should be able to work as entry level position in the field of business administration/management.

