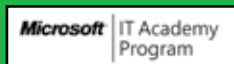
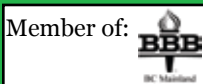




**Why Study at RCIT in Vancouver?**

- Qualified Instructors with industry experience.
- Great location: the main campus is located close to downtown Vancouver, another one is located close to Surrey Central Skytrain Station.
- Wireless network throughout the campus.
- It is widely known that Vancouver has been voted the best or second best city to live in and to study for the last ten years (according to UN & other sources)
- Job placement assistance available.
- Authorized training centre and a member of the American Hotel & Lodging Association.
- RCIT is a Prometric & MOS/MCAS/IC3 Authorized Testing Centres. Business and IT Certification exams may be taken right on our campus.
- 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.
- Royal Canadian Institute of Technology is a member of Microsoft IT Academy, BC Career Colleges Association, American Hotel & Lodging Association, Vancouver Board of Trade, and the Better Business Bureau.

The Royal Canadian Institute of Technology is 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, hotel/hospitality & tourism management, 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.

**Accreditation:**

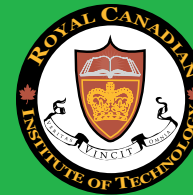
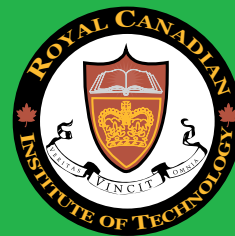
Royal Canadian Institute of Technology is a private post-secondary institution fully registered and accredited with the Private Career Training Institutions Agency (PCTIA), Ministry of Advanced Education, Government of British Columbia.

Accreditation means that the institution maintains high standards and has a solid reputation in the educational industry in British Columbia, Canada. Domestic students may be eligible for student loans and grants if they satisfy the necessary requirements of the Student Aid BC. Funding may also be available to qualified domestic students through Employment Insurance (EI) and Human Resources and Social Development Canada (HRSDC).

For more information contact:

**Royal Canadian Institute of Technology**  
508 Kingsway, Vancouver, BC  
CANADA V5T 3J9

Phone: 604-879-5676  
Fax: 604-879-5679



**ROYAL CANADIAN INSTITUTE OF TECHNOLOGY**

**JOIN OUR**

**POST DIPLOMA PROGRAM IN BUSINESS ADMINISTRATION**

(TWO-YEAR POST DIPLOMA PROGRAM WITH AN 11-MONTH PAID CO-OP COMPONENT)

The two-year Post Diploma Program in Business Administration equips students with a broad knowledge of business practices. This program provides students with a comprehensive understanding of computer, decision-making and interpersonal skills required to start or continue a successful career in today’s fast-changing business world.



The Department of Business Administration offers a two-year Post Diploma program with the following specializations:

- Accounting and Finance
- Management
- International Business / International Trade
- Marketing
- Human Resource Management
- Hospitality/ Hospitality/ Hotel & Tourism Management

**The Program includes:**

- Co-op work permit.
- 11-month paid Co-op.



# Join Our Two-Year Post Diploma Program in Business Administration

## Program Description:

The two-year Post Diploma Program in Business Administration is for those students who are looking for a broader background in business administration. This post-graduate diploma program is suited to those students who are seeking to improve their management and business skills. The program focuses on contemporary business environments and the application of modern management practices. General management skills are developed to provide expertise in business administration, hotel/hospitality and Tourism management, organizational and interpersonal skills, computer skills, strategic thinking, critical analysis, understanding organizational dynamics, effective business communication and promoting change in business practices. The objective of this program is to provide students with a rigorous education in the techniques of management, marketing, business analysis and administration through an integration of theory and practice. While books, lectures, and classroom discussion provide knowledge, education in the program is further enhanced with business simulations, case studies, term projects, hands-on training, and with an 11-month paid Co-op. This is an intensive practically-oriented taught postgraduate diploma program.

## Learning Outcomes:

After graduation from the program, the students will be able to: apply a mixture of skills and abilities associated with marketing, accounting, and other business management related functions; apply information technology to enhance business operations and address business needs and opportunities; demonstrate leadership responsibilities, management skills and decision-making capabilities; use computer based applications in a variety of situations to extend business and personal capabilities; recognize the impact of the operations of functional areas of an organization on its financial performance

## Career Opportunities:

Upon the completion of this program, graduates will be able to work as a manager, HR manager, general manager, Hotel/Restaurant Manager, marketing manager, office manager, and an accountant. Graduates can also apply for positions in general management, human resource management, marketing, international business and trade, accounts payable/receivable or administrator.



Photo courtesy of Tourism Vancouver

## Admission Requirements:

Must have a Bachelor's Degree or diploma, or two years work experience in Business Administration or Business management. Must have a good command of written and spoken English. An entrance test or a telephone interview is required.

## Fees:

All fees are in Canadian Dollars

## Registration Fee:

\$100 for domestic students

\$200 for international students

## Tuition Fee:

\$14,000 for domestic students (per year)

\$16,000 for international students (per year)

## Textbooks:

\$2,000 (per year)

## Mission Statement:

Our mission is to bridge the gap between formal education and the demands of the Business, Hospitality, Tourism, 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.



Photo courtesy of Tourism Vancouver

## Co-op Work Experience:

Co-op education is part of the two-year Post Diploma Program in Business Administration. Participation in the Co-op Program is mandatory. It is committed to the development of capable and creative professionals ready to embark on action-oriented and multi-dimensional careers in private and public business. Work terms are an integral part of the Co-op program curriculum. Practical work experience in a related field is undertaken to enhance academic studies and develop professional and personal skills. This six-month paid Co-op program in the first year and five-month paid Co-op Program in the second year (eleven months in a row is an option) will provide students with the opportunity to apply their knowledge and skills acquired in-class in a real world of business.

## The Co-op Program includes:

- Co-op work permit.
- Placement process (recruitment and placement);
- Preparation assistance for all participating students (creating resume and cover letters).
- Student Co-op term reports and employer evaluation (monitoring and evaluation).

Students in a Co-op program are not required to pay any additional Co-op fees. RCIT will take care of the costs associated with the administration of work placements and co-op job search.

## Benefits of the RCIT Co-op Program:

The benefits of Co-op education are many. It will allow students to apply concepts learned in the classroom to a real world experience; thus, enhancing academic understanding. It will enable students to better integrate the concepts that they continue to learn in the second year of the program from having experienced the work situation first-hand. It will also provide valuable job search skills and increase a student's networking opportunities. It has been found that many cooperative education work term placements lead to permanent positions after graduation from our Post Diploma Program in Business Administration.

