



### Why Study at RCIT in Vancouver?

- Qualified Instructors with industry experience.
- Great location: the main campus is located close to downtown Vancouver and another one - 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 study for the last ten years (according to UN & other sources).
- Job placement assistance available.
- RCIT is an authorized Microsoft IT Academy offering approved textbooks and courses from Microsoft, CompTia, and Cisco.
- RCIT is a Prometric & MOS/MCAS/IC3 Authorized Testing Centres. Business and IT Certification exams may be taken right on our campuses.
- 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.
- A member of BC Career Colleges Association, Microsoft IT Academy, the American Hotel & Lodging Association, Vancouver Board of Trade, and the Better Business Bureau.

The Royal Canadian Institute of Technology 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.

### Accreditation:

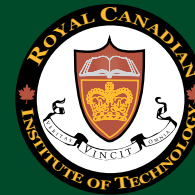
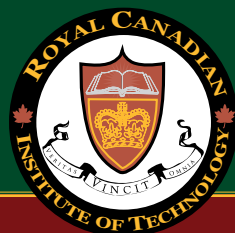
Royal Canadian Institute of Technology is a private post-secondary institution fully registered and accredited with the Private Career Training Institutions Agency (PCTIA), Ministry of Advanced Education, Government of British Columbia.

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. 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:

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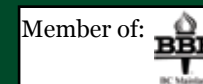


ROYAL CANADIAN  
INSTITUTE OF  
TECHNOLOGY

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

The Department of Business Administration offers a one-year diploma program with the following specializations:

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



# Join Our One-Year Diploma Program in Business Administration

## Program Description

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. Students will be able to progress to more responsible roles in accounting, finance, marketing, operations, management, human resource management and general administration.

## Specialization:

The diploma program in Business Administration offers the following specializations:

- **Accounting & Payroll Administrator**
- **Management**
- **International Business/International Trade**
- **Marketing**
- **Human Resource Management**
- **Hospitality/Hotel & Tourism Management**

## Career Opportunities:

Upon the completion of the program, graduates should be able to work as an office manager, accounts clerk, executive, personal or administrative assistants and payroll administrator. Graduates can also apply for positions in general management, human resource management, marketing, international business and trade, junior accountant, accounts payable/receivable or office administrator.



Photo courtesy of Tourism Vancouver

## Admission Requirements:

Must have at least grade 12 or equivalent, 19 years of age or older, and 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
- \$16,000 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.

## 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.

### • **Specialization in Accounting and Payroll Administrator**

Computerized Accounting - Simply Accounting, Computerized Accounting - QuickBooks, Introduction to Payroll, Intermediate Payroll

### • **Specialization in Management**

Leadership, Principles of Management, Introduction to Operations Management, Introduction to Human Resource Management

### • **Specialization in International Business/Trade**

Consumer Behaviour, Introduction to Operations Management, Introduction to International Business, Principles of Management

### • **Specialization in Marketing**

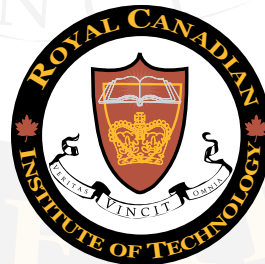
Consumer Behaviour, Introduction to Marketing, Principles of Management, Introduction to Operations Management

### • **Specialization in Human Resource Management**

Introduction to Human Resource Management, Introduction to Operations Management, Principles of Management, Human Resource Planning

### • **Specialization in Hospitality/Hotel & Tourism Management**

Basic Hotel & Restaurant Accounting, Managing Front Office Operations, Managing Housekeeping Operations, Hospitality & Tourism Marketing, Cross-Cultural Hospitality & Tourism



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