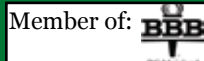




Why Study at RCIT in Vancouver?

- 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 to study for the last ten years (*according to UN & other sources*)
- Job placement assistance available.
- RCIT is an authorized Microsoft IT Academy
- We are 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.
- The campus has a friendly administration staff and faculty.
- A member of BC Career Colleges Association, Microsoft IT Academy, 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:

Royal Canadian Institute of Technology

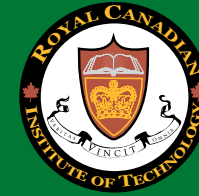
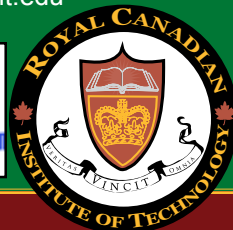
508 Kingsway, Vancouver, BC
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Web: www.rcit.edu



ROYAL CANADIAN INSTITUTE OF TECHNOLOGY

JOIN OUR ADVANCED DIPLOMA PROGRAM IN BUSINESS ADMINISTRATION (TWO-YEAR ADVANCED DIPLOMA PROGRAM WITH 12-MONTH CO-OP COMPONENT)

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

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

The Program includes:

- Co-op work permit.
- Co-op placement assistance for all participating students (creating resume, etc.).
- Student Co-op reports and employer evaluation (monitoring and evaluation).

Benefits of the 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 Advanced Diploma Program in Business Administration.

Join Our Two-Year Advanced Diploma Program in Business Administration

Program Description

The two-year Advanced Diploma Program in Business Administration with 12-month co-op is for people who are looking for a broader background in business administration. This 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, organizational and interpersonal skills, computer and IT 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. Students will be able to progress to more responsible roles in accounting, finance, marketing, operations, management, human resource management and general administration.

Specialization:

The Advanced 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**

This offers students the opportunity to specialize in one or more of these specializations and to select those options which reflect the student's particular interests or career plans.

Career Opportunities:

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



Photo courtesy of Tourism Vancouver

Admission Requirements:

Must have a Grade 12 (or the equivalent), be 19 years of age or older. 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)

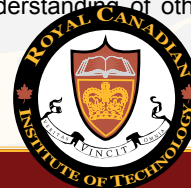
Mission Statement:

Our mission is to bridge the gap between formal education and the demands of the Business 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:

- International Students interested in immigration to Canada or long-term employment in Canada may receive maximum points for immigration purposes upon completion of the program.
- Learn some graduate business concepts and acquire managerial skills in various areas.
- Learn with and from your fellow students from many countries who will become central to your global business network.
- Work in teams on projects and cases that broaden your perspective and working understanding of other business cultures/practices.
- Extended assistance to alumni.

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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, 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**
Managing Front Office Operations, Managing Housekeeping Operations, Hospitality & Tourism Marketing, Management of Food & Beverage Security & Loss Prevention Management,

Co-op Work Experience:

12 month Co-op education is part of the two-year Advanced Diploma Program in Business Administration. Participation in the Co-op Program is mandatory.

The Co-op Program includes:

- Co-op work permit.
- Co-op placement assistance for all participating students (creating resume, etc.).
- Student Co-op reports and employer evaluation (monitoring and evaluation).