ARBUTUS COLLEGE
Communication Arts, Business & Technology

Practicum Foundations Certificate in Business Management
(2 months of Academic Studies and one month of practicum placement)

As a graduate in this program you will master the business essentials and build the confidence you need to undertake a variety of entry-level business positions in a wide range of industries. This program includes a one-month business work experience in carefully selected local companies.

Career Occupation: General office and administrative support workers

Learning Objectives: At the end of this program students will be able to demonstrate knowledge in business management operations.

Evaluation Methods: Final exams, homework, in class participation.

Completion Requirement: Completion of all program credits and overall GPA of 60% (C-)

MANDATORY COURSES		**Credits**	**Hours of Instruction**
2 Courses from BU 218-220	Business Management	4	48
2 Courses from COM 201,211,212	Business Communication	6	72
1 Courses from COM 125-128	Business English	2	24
		12	144
Practicum BU 404	Practicum Term	5	36

Minimum admission requirements:

High school completion or higher.
English proficiency tests acceptable: IELTS 5.5, Duolingo 95, iTEP Academic 3.5, PTE 43, TOEFL IBT 46 or better.