



Diploma in Business Management

Full Time Intensive Program 12 weeks

25 lessons/wk/300 hours

2007 dates: Jan.15 - Apr. 6

Aug.27 - Nov.16

What is the Diploma in Business Management program?

- The Diploma in Business Management program is a 12 week intensive program designed for intermediate to advanced ESL learners interested in working in an English-speaking environment or preparing for college or university level business courses.
- In the program student will:
 - Gain an understanding of the terminology, concepts and practices used in North American business
 - Practice communicating in a professional manner in a variety of business situations
 - Learn how to set realizable goals and to produce a professional business plan
 - Be able to understand pertinent financial statements and the factors for accurate risk assessment
 - Learn the elements of a successful marketing plan
 - Become knowledgeable about what it takes to be a successful entrepreneur in today's business world

What requirements do I need to apply for the Diploma in Business Management

You have to be at least 18 years old

- If English is your second language, you must have a TOEIC score of minimum 550 or TOEFL minimum 490.
- **What am I expected to do in order to successfully complete the course?**
- You must attend the full course (less than 80% attendance will make you ineligible for the GV Diploma in Business Management) Unavoidable absences must be discussed with instructors and/or the Program Coordinator .
- You have to participate actively in all course components (class discussion and other activities, group and individual projects and presentations, to complete all homework assignments and to take all tests)
- You should demonstrate a serious interest in business, have a positive, cooperative attitude and show a willingness to work hard

How are candidates evaluated?

Assessment is made by the Course Instructor from:

- Weekly content quizzes
- Evaluations of assignments, both written and oral, including group projects and presentations
- Classroom participation
- A final oral and written exam

What do candidates get on successful completion of the course?

A GV Diploma in Business Management

How is the Diploma in Business Management at GV Vancouver Career Training Centre organized?

The course consists of 300 lessons. It runs from 8:45 am – 2:10pm, Monday through Thursday, and 8:45 to 12:20pm on Fridays

There is a maximum of 12 students in a class.

The course curriculum includes:

- Entrepreneurship; starting your own business
- Marketing; including how to put together a successful Marketing Plan
- Managements Skills & Personnel Issues
- Finance; including understanding basic financial statements and analysis
- Producing a professional Business Plan
- Risk Assessment

Who is the Diploma in Business Management instructor at GV Vancouver Career Training Centre?

Instructors have a university degree and TESL Canada-approved TESL certificate

Instructors have both ESL and business English teaching experience

Instructors have experience starting and running their own businesses and/or experience in business management

What are the facilities at GV Vancouver Career Training Centre?

The GV Vancouver Career Training Centre is located in downtown Vancouver at Suite 101, 888 Cambie Street; close to public transportation. The Centre provides outstanding facilities for participants in its Diploma in Business Management program, including:

- Light and spacious classrooms
- Modern classroom A/V equipment
- Study areas
- Computer access with free internet
- Reference books and resource materials for the course
- Comfortable eating areas and microwave/fridge facilities

How much does it cost to take the Diploma in Business Management course at the GV Vancouver Career Centre?

- \$100 CDN registration fee (non-refundable)
- \$3,500 CDN tuition fee
- \$200.00 materials

What about accommodation?

- You can choose a homestay arranged by GV Vancouver English Centre (subject to availability)
- You can check out facilities at the YWCA Hotel Residence (www.ywcahotel.com)
- You can check out facilities at Shaughnessy Village Apartment Hotel, a short bus ride from GV (www.shaughnessyvillage.com)
- Our Homestay Department will be happy to help you with individual accommodation requests

.How do I apply for the GV Vancouver Diploma in Business Management program?

- Contact the Registrar for application forms at: registration@gvenglish.com

Global Village Vancouver Teacher Training & Services Inc.

GVTT is a subsidiary school wholly owned and managed by Global Village Vancouver (Westcoast English Language Centre Ltd.). The training centre is exclusively devoted to professional development and related services of the highest quality. GVTT is registered with the Private Career Training Institutions Agency of British Columbia.