

BFPC (Business Fundamentals with Practicum & Co-op)

Program Outline

Short description

Students will learn fundamental skills to be successful in international business. They can be better equipped to work in a variety of industries that require both administrative and customer service support.

Career Opportunities

Students will be prepared to work as general office Support Workers. In addition, they have opportunities to take on customer service roles.

Admission Requirements

- High school graduate or 19 years of age or older at the start of the program
- English Proficiency Test (EPT) - Any EPT approved by PTRIU at the time of enrollment with an acceptable score in accordance with PTRIU guidelines.
- Students must achieve a minimum score of 3 out of 5 on the "Attitude and Demeanor" and "Clarity of Practicum and CO-OP Objectives" sections as stated in the GBC Student Assessment

Learning Objectives:

Upon completion of this program, the successful student will have reliably demonstrated the ability to:

- Build and deliver boardroom-quality presentations.
- Research for and engage in formal and informal debates.
- Complete a business resume.
- *Develop a market-ready strategy for a service or product.*
- *Complete a variety of work-related writing tasks, including business letters, business reports, and emails.*
- *Contribute meaningfully to business conversations.*
- Complete a range of tasks related to administrative support
- Conduct market surveys and various other research tasks

| Method(s) of Evaluation |
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| <ul style="list-style-type: none"> - Written examination - Interview skills assessment - Project-based assessment - Assignment (Worksheet) Submission - Course Attendance |

| Completion Requirements |
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| <ul style="list-style-type: none"> a) Meet the required attendance criteria. b) Obtain a minimum average grade score of 50%. c) Successfully complete the in-class and practicum training components of the curriculum (complete the required number of hours of practicum training). d) A diploma is issued only to those students who complete the program successfully. |

| Delivery Method(s) | Indicate how the program is delivered |
|--------------------|--|
| | <input type="checkbox"/> In-class instruction |
| | <input type="checkbox"/> Distance education |
| | <input checked="" type="checkbox"/> Combined delivery (both in-class and distance) |

| Required course materials |
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| <p>Materials are primarily created by the instructional staff, such as handouts and PowerPoint presentations for each topic.</p> <p>The information is based on research and expertise of the instructors' business background, industry experience, and knowledge.</p> |

General Admission Requirements

- High school graduates at the start of the Applicant's program and have reach the age of 19 at the start of the program.
- Successful completion of approved language proficiency test as per PTRIU.
- Students must achieve a minimum score of 3 out of 5 on the "Attitude and Demeanor" and "Clarity of Practicum and CO-OP Objectives".

| BFPC Program | # Of Weeks | # Of Hours |
|--|------------|------------|
| Fundamentals I | 4 | 80 |
| Essential Business | 6 | 120 |
| Business Development | 6 | 120 |
| Fundamentals II | 4 | 80 |
| Business Case Studies & Advanced Communications (Online Classes) | 4 | 80 |
| Pioneer (Online Classes) | 2 | 40 |
| Practicum | 6 | 120 |
| Hospitality Fundamentals (Combined Classes) | 6 | 120 |
| Co-op | 24 | 480 |

Total 62 weeks 1240 hours