



Course Description

Receive a diploma in Professional Business Skills after 26 weeks and complete a 24-week work placement with this program. The Professional Business Skills Co-op program will allow students to gain a solid foundation in communication skills and prepare for entry into the world of business. The program is designed to improve the key skills needed for success in a business environment such as communication, teamwork, prioritizing and problem solving. Our instructors have recent industry experience and knowledge of today's business world. Students will learn and develop soft skills sought by today's employers. Graduates of the program will have the ability to express a wide range of competencies in various work settings. Students will gain Canadian experience in Business, as well as receive a diploma from inlingua Victoria that is PTIB accredited along with their Co-op term.

Pre-Requisites

- 1** Have successfully completed secondary school graduation (or equivalent in another school system)
- 2** Be a minimum of 18 years of age
- 3** Demonstrate English Proficiency with one of the following:
 - Complete inlingua Victoria General English Level 5
 - BC High School English 12 – minimum C (60-66%)
 - BC High School Communications 12 – minimum C+ (67-72%)
 - IELTS 5.5 (no band under 5.0), CAE 47, iBT 50, CLB 6
 - TOEIC 650 with successful completion of a speaking interview

Program Times

Monday – Friday
9:00 AM – 2:30 PM

Start Dates

Course intakes every module
every 2 – 3 weeks.

*Please check online for specific intake dates at
<https://www.inlinguavictoria.com/>



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