

# BUSINESS ADMINISTRATION CO-OP



## The Programs

Okanagan College's renowned co-op program teaches students the applied knowledge to become a business professional in one of the following fields: Accounting, Finance, Human Resources, and Management..

Co-op department staff are registered with the Canadian Association for Co-operative Education (CAFCE) and accredited through the Accountability Council for Co-op Education (ACCE).

## Opportunities

Combining hands-on technical skills with theoretical business principles, students are ready to work in a variety of co-op settings including tax, audit, account management, payroll, accounts receivable, social media campaigns, front desk, tour guides, quality management, customer and field service, presentations and teaching. These roles can be in both the public and private sectors and include: municipalities, hotels, wineries, accounting firms, natural resources, construction, international and marketing firms.

## Benefits to Employers

- Exceptionally trained employees who can start contributing at the outset of the co-op term
- An opportunity to evaluate employees without an obligation to permanent employment
- A proven, cost-effective method of meeting human resource needs
- Access to a pool of motivated, temporary employees for special projects, peak periods, vacation relief, and coverage without costly advertising.

**Co-op students are available: January–April, May–August, and September–December**

## Hire an Okanagan College Co-op Student

For more information email [careershub@okanagan.bc.ca](mailto:careershub@okanagan.bc.ca)





## Recommended Co-op Schedule for:

### Human Resources, Finance, and Management

September - December	January – April	May - August
Academic Term 1	Academic Term 2	Work Term 1
Work Term 2	Academic Term 3	Work Term 3
Academic Term 4	Academic Term 5 (Diploma grads are available)	Work Term 4
Academic Term 6	Academic Term 7	Work Term 5
Academic Term 8	(Degree grads are available)	

### Accounting

September - December	January – April	May - August
Academic Term 1	Academic Term 2	Work Term 1
Academic Term 3	Work Term 2	Work Term 3
Academic Term 4	Academic Term 5 (Diploma grads are available)	Work Term 4
Academic Term 6	Academic Term 7	Work Term 5
Academic Term 8	(Degree grads are available)	