



# Business Administration Finance Option

Students choosing the finance option are seeking co-op work terms where they can gain experience and exposure to the finance industry in banks, credit unions, trust companies, investment dealers, mortgage brokerage firms, insurance companies, loaning and lease institutions and financial planning firms.

## Finance Specific Courses

In addition to the broad business background, including business communications, marketing and management information systems, students electing the finance option will complete two courses in financial accounting and courses in economics and finance prior to the first co-op work term.

Prior to the second co-op work term students will complete courses in managerial accounting, taxation and financial planning, introduction to investments, introduction to financial planning, law and business finance.

## Typical Duties

Typical duties performed by first year finance students:

- client service support including responding to routine client enquiries, scheduling appointments, and maintaining client files
- maintaining and updating financial systems including data entry and report generation
- performing front line client service duties in a bank, credit union or other financial institution

## What is Co-operative education?

Co-operative education combines classroom study with periods of related work experience. Students alternate between academic studies and paid employment with co-operating employers in business, industry and government.

Students are eager to work hard, learn and contribute their knowledge and skills to the success of your organization. They require an orientation to the position, regular supervision, and some guided performance feedback at the mid and end points of the work term. A co-op field instructor will meet with you and the student during the work term.

## How will my Organization Benefit?

- Prescreened job applicants
- Motivated employees
- A tool to recruit future employees
- Cost effective hiring
- Temporary staff
- Special skills
- Flexible staffing for special projects
- Responsive to employers' needs



# Education that works!

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Typical duties performed by second year finance students:

- analyzing financial and cost information to provide recommendations for business decisions
- assisting in analyzing and recommending corporate investments, asset management and corporate financial sources
- analyzing and interpreting annual reports (including financial statements)
- understanding the workings of an investment firm, stock exchanges, investment dealers, and securities legislation

Upon graduation, students may apply to the Trust Companies Institute and the Canadian Credit Institute for transfer credit.

Year	Sep – Dec	Jan – Apr	May – Aug
1	Academic Term 1	Academic Term 2	Work Term 1
2	Academic Term 3	Work Term 2	Academic Term 4

**Education  
that  
works!**

**Get  
involved!**

## Contact the Co-op Staff

PHONE 250-370-4100  
A member of the co-op staff will assist you to determine your co-op needs, answer any questions you may have, and work with you to develop a job description for posting. Employers set the salary for co-op students based on fair market wage.

## We Post, then you Interview

Your job description will be posted for all qualified co-op students in the appropriate program(s). At the end of the posting period, (typically one week), the co-op staff will forward the resumes of interested students to you. When you have shortlisted the applicants, the co-op staff will arrange an interview schedule to suit your needs. Interview space is available on campus for your convenience.

## Select a co-op Student

If you find a suitable candidate for the position you have posted, the co-op staff will assist you in extending an offer of employment and confirming details and conditions of the position.

“The most desirable candidates for any position have a balance of education and experience. If students are enthusiastic about their program, they bring that same enthusiasm for learning to their real life classroom.”

– Valla Tinney, Director of Corporate Services, Town of View Royal

“Excellent program, I went through it myself. Excellent preparation for an office/finance environment of today’s business world.”

– Kyle Pollner, Ministry of Attorney General, Legal Services Branch, Victoria, BC

"I am very impressed with the knowledge, skills and abilities of the co-op students we interviewed for our position. It was difficult to choose just one!"

– Sue Dickson, Ministry of Environment

### Contact Information

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Co-operative education  
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