



Business Administration General Business Option

Students choosing the General Business option are seeking Co-op work terms where they can gain training in the marketable skills of business management. This option offers students the opportunity to select a variety of courses designed to meet students' individual career goals.

General Business Specific Courses

In addition to the broad business background, including Business Communications, Marketing, Economics and Management Information Systems, students will complete two financial accounting courses prior to the first workterm.

Prior to the second workterm students will complete courses in their choice of other Business electives.

Typical Duties

Typical duties performed by first year General Business students:

- presenting and discussing business cases
- generating reports, letters and memos in an appropriate business style
- organizing, conducting and contributing to business meetings
- assisting in developing a marketing plan and strategies to identify target markets
- able to treat customers in a positive service oriented manner
- identifying and assessing customer needs



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 Coordinator 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 General Business students:

- accomplishing tasks in many facets of business depending on their area of specialization

**Education
that
works!**

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

**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.

“Having worked with students for over 20 years I must once again compliment your program. Over the years, the students from the Co-op program at Camosun have been a joy to work with because of their maturity, enthusiasm and drive.”

– Brent Warner, Ministry of Agriculture, Food and Fisheries, Victoria, BC

“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

“We fully support the co-op program. The students are well prepared and it is a win-win opportunity for both student and employer.”

– Gail Boucher, Ministry of Sustainable Resource Management, Victoria, BC

Contact Information

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