



**DIVERSE***city*  
**SKILLS TRAINING CENTRE**



**FREE**

## IT Business and Logistics Certificate

*Are you a skilled immigrant looking for a fast-paced, hands-on program to help you grow your career?*

The IT Business and Logistics Certificate program, presented in partnership by DIVERSEcity Skills Training Centre and Discovery Community College, is designed to provide internationally trained professionals with the administration, technology, sales and marketing skills needed to become a multi-faceted professional in administrative roles in Canada's business community.

VISIT US AT [DCRS.CA/STC](https://dcrs.ca/stc)

FOLLOW US @DIVERSECITYBC



# IT Business and Logistics Certificate

Gain the skills, knowledge and work experience to succeed in your career in Canada. In this free six-month certificate program, supported by federal and provincial funding, you will learn a broad base of skills that will help you become a key asset in any workplace, from effective business communication and writing skills, administration and management skills, computer software and bookkeeping, to sales, international trade and digital marketing fundamentals.

## Program Details

**Course dates:** May 10, 2021 to October 8, 2021

**Hours:** 550 hours of instruction plus 120 hours of work experience

**Course delivery:** Classes are held primarily online via Office 365 Teams, except when specialized equipment and hands-on training is required. Instruction methods include demonstrations, discussion, practice, individual guidance and small group instruction.

**Evaluation:** Student progress is assessed regularly throughout the program. Students are required to pass all courses (minimum 70%) at each level of the program before moving on to the work experience and receiving the certificate.

**Certifications:** Upon successful completion of all courses and a mandatory practicum, students will receive the IT Business and Logistics Certificate from Discovery Community College. In addition, upon completion of three FITT skills courses, students are eligible to test for the FITT Certificate in International Trade with the Forum for International Trade Training. An official Sage Accounting User Certificate is also available upon passing the Sage certification exam.



## Admission Requirements

To be accepted into this program, applicants must meet the following requirements:

- Graduation from a secondary school, either within BC or from another school system, or equivalent (e.g., ABE, GED)
- Mature students (19 years of age on the first day of class) may also be eligible
- Completion of application process and interview with a DIVERSEcity Skills Training Centre official

## Course Calendar

### Essential Skills and Language Development (60 hours)

This course helps students develop essential foundational skills used at work, learning and life. You will learn how to develop and understand written materials, communicate effectively and think critically.

### Business Communication (25 hours)

This course is designed to give students a comprehensive view of the scope and importance of communication in business. Learn to communicate effectively in the business environment, with particular attention to business writing, interpersonal communications digital communication and developing internal communication programs.

### Computer Training for Business (60 hours)

Learn general office administration using Microsoft computer applications including Word, Excel, PowerPoint and Outlook). You will be able to generate and edit documents, letters, presentations and marketing materials as well as financial and invoicing spreadsheets. You will also learn email etiquette for internal and stakeholder communication.

### Manual Bookkeeping (40 hours)

This course explains the principles of handling a company's books of accounts, including accounts payable, accounts receivable and payroll. You will gain a greater understanding of accounting and the procedures used to produce financial reports.

### Sage Computerized Accounting (45 hours)

Learn how to install Sage 50, set up user roles, company and user settings, and gain knowledge in setting up and processing receivables, payables, general ledgers, banking, budgets and more. You can also earn an official Sage Accounting User Certificate upon passing the certification exam.

### QuickBooks Computerized Accounting (45 hours)

Learn how to use QuickBooks Pro accounting software, including setting up a new company and chart of accounts; recording transactions with customers, vendors and employees; managing lists; running and customizing reports; changing forms and generating letters.

### International Sales and Marketing – FITT (40 hours)

This course details considerations when promoting and selling products and or services beyond domestic borders. The curriculum emphasizes marketing as key in ensuring a product or service is seen to fit the needs and interests of an international target market, as well as effective sales strategies to profit from its demand.

### Digital Marketing Fundamentals – Mujo Learning Systems (100 hours)

This course focuses on the latest digital marketing strategies needed to effectively communicate with today's customers online, including all social media platforms. Digital marketing, as examined in this course, is based on the essentials of global access, consumer engagement and of the media.

### Feasibility of International Trade – FITT (60 hours)

This course examines the critical steps to determine the feasibility of potential international trade initiatives, including market research, organizational readiness, cost analysis, risk analysis and strategies to mitigate identified risks. You will learn to assess whether such an initiative supports a company's strategic direction and its bottom line.

### International Market Entry Strategies – FITT (60 hours)

This course explains what you need to know and do to ensure the success of new international ventures. International trade practitioners must research market entry options, analyze these options, and then select and implement the most effective entry strategy and strategic partnerships for their needs.

### Work Experience Practicum (120 hours)

Students will be matched with employers within their field of interest. You will have the opportunity to gain relevant work experience working 30 hours a week for four weeks. Depending on the employer, students can expect to work between six to eight hours a day.

### Job Search Preparation (15 hours)

Once a student has completed their work experience hours, they will be eligible to meet with a DIVERSEcity Skills Training Centre employment specialist to provide job search strategies and career development including writing cover letters, resumés and interview techniques.



## Ready to apply?

Ready to set yourself up for career success in Canada? Want to learn more about the IT Business and Logistics Certificate? Please complete a preliminary application form at [dcrs.ca/STC/business](https://dcrs.ca/STC/business).

If you meet the eligibility requirements, you will be invited to attend a virtual interview to further assess your suitability for this program. Only those who pass both the application and interview portion will be invited to participate in the IT Business and Logistics Certificate program delivered by DIVERSEcity Skills Training Centre and Discovery Community College.

## Contact Us

### DIVERSEcity Skills Training Centre

13455 76 Avenue, Surrey, BC  
604-547-2010  
skillstraining@dcrs.ca  
[dcrs.ca/STC](https://dcrs.ca/STC)



This program is funded by the Government of Canada and the Province of British Columbia.

