

## CAREER TRAINING DIPLOMA PROGRAMS IN EDMONTON



# Welcome to Campbell College

Congratulations on your decision to pursue higher education—you are making an investment that will prove invaluable for the rest of your life.

As the CEO of Commonwealth Education Group Inc., (CEG) of which Campbell College is a part, I have the honor of celebrating the transformational role of places like this—focused on students, committed to intellectual excellence and social responsibility, small enough to be personal and welcoming, yet large enough to provide access and opportunity.

Founded in 1986, Campbell has long been known for providing a comprehensive academic experience to its students. Over the years we have changed and grown to meet students' needs but have never lost sight of our mission—to prepare our students for meaningful work and life in an interconnected and constantly changing world.

Campbell currently offers 4 business diploma programs with plans to offer 4 more diploma programs in the months to come. As the CEO, I take great pride in my team and putting Students First! I also ensure our class sizes are small, and all classes are taught by faculty who are highly experienced in the areas they teach. This means, our students by the time they graduate are employment ready.

With over 30 years training thousands of students, we celebrate all of the kinds of students we educate, including new immigrants to Canada; international students; students transferring here from community colleges and universities; students who are here part-time, juggling college and other commitments; and people who are out in the work world and ready to pursue an enriching diploma, whether to further their careers or expand their expertise. Among these students are a significant number who are the first in their families to attend college, as well as those who are the latest of multiple generations of students to have attended Campbell.

I am so proud of the way Campbell College meets these students where they are and takes them where they need to go, changing their lives in the process.

Wherever you belong in our campus community, know that we all are dedicated to helping you reach your full potential. From your first moments on campus to the day you walk across the stage for graduation and join the ranks of our distinguished alumni, our staff and faculty will be with you every step of the way.

Sincerely,

**Vijay Chintamaneni**

Chief Executive – Commonwealth Education Group Inc.

**Group Colleges:** Commonwealth College (Winnipeg), Campbell College (Edmonton), The Salon Professional Academy (Winnipeg), C-College Online.





# Why We Are OUTSTANDING

Our Diploma Programs are very unique, and we stand out from other schools. We believe in traditional instructor-led training integrated with guided hands-on skills practice, and one-on-one support is always available. Our Programs are designed to enhance communication and team-building skills and you will know how to effectively manage yourself and fit into any office environment. You will learn the different personality styles and how this important information will improve your personal and professional relationships. Our ultimate goal is to produce graduates who are professional and skilled in the art of communication, have the ability to immediately provide the expected level of technical support to their future team, and have the knowledge and confidence to learn quickly and advance in this extremely diverse career path.



# About Campbell College

Campbell College has been specializing in training professionals since 1986. We are located in the Kingsway Business District, in Edmonton, the capital of Alberta; we are close to the downtown core. We know exactly what employers are looking for because we have long-established, on-going practicum partnerships throughout the Government of Alberta, the City of Edmonton, School Boards, Alberta Justice, Alberta Health, not-for-profit organizations, as well as private industry.

From the first day in class, you will see we have a holistic approach in all that we do. We care equally about your self-esteem and future ability to market yourself in an interview as we do about your typing and computer skills. The Administrative Professional program will provide you with the technical skills, people and communication skills, work experience, work references, and genuine support in reaching your specific goals. Our professional team of administrators and instructors are excited to meet you, and we look forward to playing a significant and special role in your educational journey.







# Find A Program That's Right For You

With experienced instructors to support you throughout your course, financial aid options and career support, it's easier to train in a high-demand career stream that suits you.

- » Administrative Professional Diploma Program
- » Logistics & Supply Chain Management Diploma Program
- » Legal Administrative Assistant Diploma Program
- » Business Administration Diploma Program



# ADMINISTRATIVE PROFESSIONAL DIPLOMA PROGRAM



# Program at a Glance

In today's workplace, administrative professionals form the support system of business, industry, and government at all levels, and are relied upon to increase the effectiveness of the office environment. Administrative Professionals need to manage strategies, public relations, resources, time, and crisis situations calmly, effectively, and professionally.

Students will learn essential skills vital to today's administrative positions. This 33-week exciting, energetic, and fast-paced program prepares students to excel as indispensable members of the office team. The program will provide critical skills required to manage projects, meet deadlines, keep the office running at peak efficiency, and maintain a healthy work-life balance.

Campbell College has been successfully educating Administrative Professionals since 1986. On average, 90% of our graduates have found rewarding careers in their chosen fields.

## Courses Covered

- » Professional Development Workshops
- » Job Search Techniques
- » Applied Office Procedures
- » Computer Applications
- » Keyboarding
- » Business Communication
- » Business English
- » Business Math

## Format

- » Monday to Friday
- » 35 hours per week
- » 23 weeks in class
- » 2 weeks of study breaks
- » 8 weeks of work practicum
- » 33 weeks total duration





# **LOGISTICS AND SUPPLY CHAIN MANAGEMENT DIPLOMA PROGRAM**





# Program at a Glance

Controlling supply-chain and logistics costs effectively is an important role in business. There is a demand for employees with education and competencies in the following areas: warehousing and distribution, transportation and product movement, inventory and material control, purchasing and procurement, sales and marketing, and logistics information systems.

Our program provides you with the communication, analytical, and problem solving skills, processes, and technology to succeed. You will be ready to find employment in many sectors, for example, automobile, e-commerce, retail, technology, FMCG (Fast-Moving Consumer Goods), and logistics companies.

Campbell College has been successfully educating professionals since 1986. On average, 90% of our graduates have found rewarding careers in their chosen fields.

## Courses Covered

- » Operations Management
- » Organizational Behavior
- » Business Communication
- » Computer Applications
- » Warehouse Management
- » Demand Forecasting
- » Management Information Systems
- » Inventory Management
- » Business Mathematics
- » Economics
- » Marketing
- » Business Logistics & Transportation
- » Project Management
- » Procurement
- » Business Law
- » Competitive Contracting & Negotiation
- » Career Management

## Format

- » Monday to Friday
- » 20 hours per week
- » 48 weeks in class & study breaks
- » 8 weeks of work practicum
- » 56 weeks total duration



# **LEGAL ADMINISTRATIVE ASSISTANT DIPLOMA PROGRAM**





# Program at a Glance

A legal administrative assistant's challenging work includes legal transcription, managing legal office procedures, maintaining documents and client files. This role is vital to the successful operation of any law office or legal department.

Our program provides you with communication skills, computer technical skills, interpersonal skills, and knowledge of diverse legal processes, principles, procedures, and case studies in many different areas of Canadian law. You will be ready to find employment as a Legal Assistant, Legal Administrative Assistant, or Administrative Support Personnel.

Campbell College has been successfully educating professionals since 1986. On average, 90% of our graduates have found rewarding careers in their chosen fields.

## Courses Covered

- » Computer Applications
- » Business English & Business Communication
- » Principles of Canadian Law and Ethics
- » General Law Office Practices (includes Applied Office Procedures)
- » Legal Office Applications & Transcription
- » Wills & Estates
- » Real Estate Law
- » Civil Litigation
- » Family Law
- » Corporate & Commercial Law

## Format

- » 36 weeks in class.
- » 8 weeks work experience.
- » 20 hours per week.
- » 44 weeks total duration.



# **BUSINESS ADMINISTRATION DIPLOMA PROGRAM**





# Program at a Glance

Business Administration is a branch of Business and Management that teaches you how to support or manage an office team, company, or business venture. You will learn to keep track of performance and make crucial decisions that will result in developing improved and more profitable businesses.

Our Business Administration Diploma offers multiple benefits and the potential to start a new career path or enhance your prior skills and abilities. Business is a practical field of study because organizations, regardless of the industry, rely on business principles to prosper. Your business education with a diploma will position you better to either start your own business or excel in a variety of entry-level roles with opportunities for advancement or qualify for more senior positions with your prior experience and certification. Campbell College has been successfully educating professionals since 1986. On average, 90% of our graduates have found rewarding careers in their chosen fields.

Our Business Administration program provides you with a wide-ranging academic foundation in core business functions.

## Courses Covered

- » Business Fundamentals
- » Computer Applications
- » Business Communication
- » Human Resource Management
- » Customer Service
- » Career Management
- » Introduction to Marketing
- » E-Marketing (Marketing II)
- » Sales Fundamentals
- » Sales Management and Negotiation
- » Competitive Contracting and Negotiation
- » Business Mathematics
- » Management Principles
- » Project Management
- » Business Accounting fundamentals
- » Introduction to Business Law

## Format

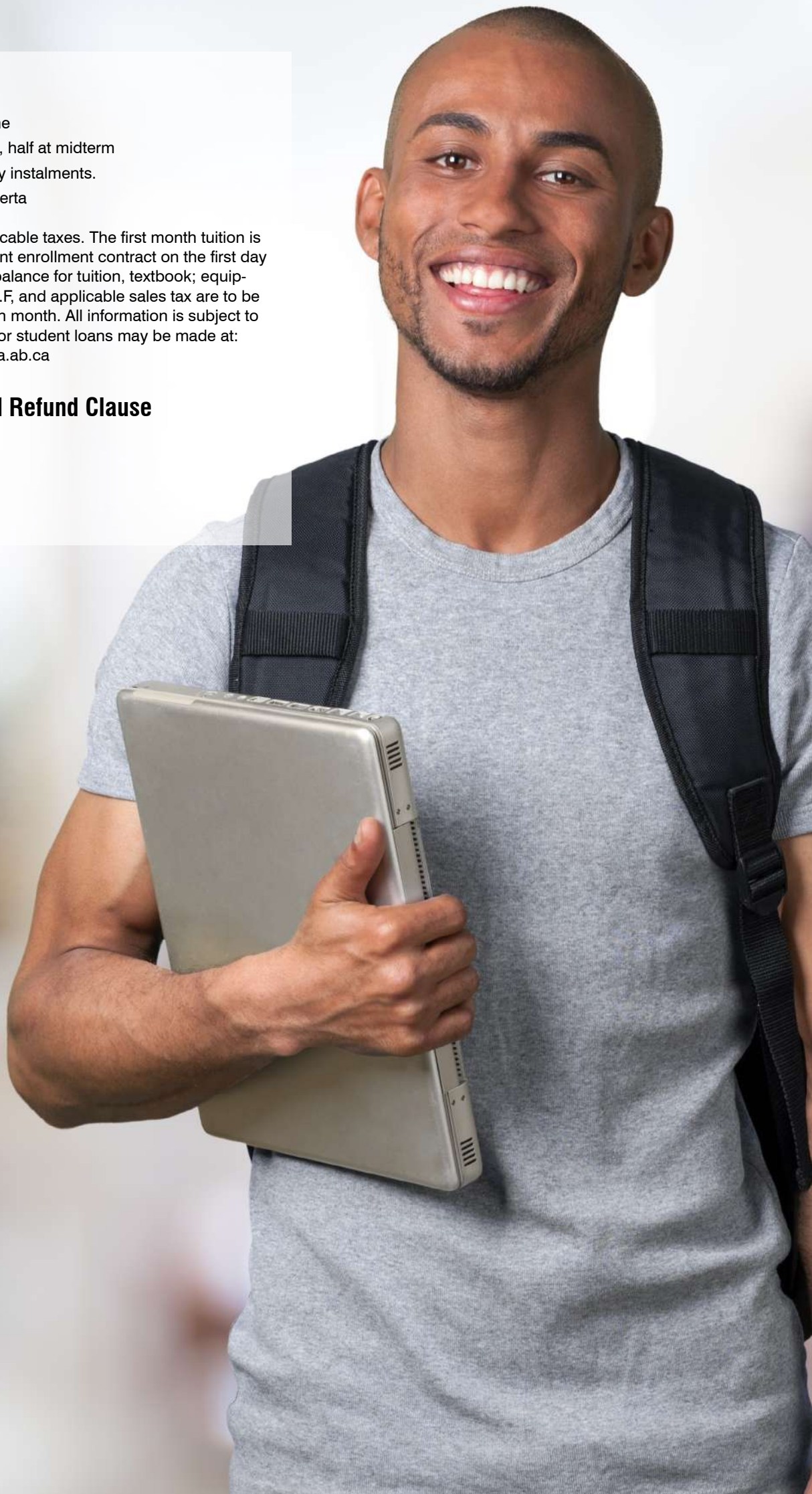
- » Monday to Friday
- » 48 weeks in class and study breaks
- » 20 hours per week
- » 8 weeks of work practicum
- » 40 hours per week
- » 56 weeks total duration



**Tuition can be paid**

- a) in full on day one
- b) half on day one, half at midterm
- c) in equal monthly instalments.
- d) Student Aid Alberta

All prices include applicable taxes. The first month tuition is payable with the student enrollment contract on the first day of class. Instalments balance for tuition, textbook; equipment, Government T.C.F, and applicable sales tax are to be paid on the first of each month. All information is subject to change. Applications for student loans may be made at: [www.studentaid.alberta.ab.ca](http://www.studentaid.alberta.ab.ca)

**Cancellation and Refund Clause**





For Staff Use

\_\_\_\_\_ ID

## APPLICATION FORM (DOMESTIC)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
(a name you wish to be called in school)

Social Insurance #: \_\_\_\_\_

Alberta Student #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Date Of Birth: \_\_\_\_\_

Are You: ☐ Married ☐ Single ☐ Common-law ☐ Other \_\_\_\_\_  
(Please Specify)

(Common-law: living with your partner for at least 12 consecutive months in a conjugal relationship.)

Emergency Contact Person: ☐ Parent ☐ Relative ☐ Friend ☐ Spouse ☐ Other

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a: ☐ Permanent Resident? ☐ Canadian Citizen? ☐ Protected Person? ☐ Student Visa?

Where did you hear about the program? (on-line, agency, friend, graduate) \_\_\_\_\_

If you have been referred by a Campbell College graduate or current student, please provide their full name and telephone number:

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

## EDUCATION:

Have you achieved your high school diploma or equivalency ☐ Yes ☐ No

What is your highest level of education? (example: Bachelor degree OR certificates in what field)

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☐ Yes ☐ No Have you resided in Alberta for the last 12 months?

If not, have you lived in a different province prior to Alberta? ☐ Yes ☐ No

When did you enter Canada? Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

☐ Yes ☐ No Are you living with at least one parent?

Are you currently on (please check if applicable):

☐ Regular Employment Insurance (EI) benefits

☐ Special, Medical, or Maternity Employment Insurance (EI) benefits

☐ Assured Income for the Severely Handicapped or Workers' Compensation Board

☐ Yes ☐ No Have you ever received student loan(s) (Provincial or Federal) in the past?

☐ Yes ☐ No NO Is the student loan currently paid off or in good repayment standing?

☐ Yes ☐ No Have you been in any type of training in the past 12 months?

If yes, what is the name of the program? \_\_\_\_\_

Campbell College is committed to safeguarding the personal information entrusted to us by our clients.

*By providing this information, I consent to Campbell College's use of my personal information in accordance with Alberta's Personal Information Protection Act (PIPA) and other applicable laws required for the purpose of registration and enrolment into all our courses and programs licensed under the Private Vocational Training Act and Regulation.*

I certify the information I have provided is accurate and complete to the best of my knowledge and I authorize verification if necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date