



Diploma

Business Administration

This diploma program helps you to gain an in-depth and extensive knowledge to manage business operations of private companies, government and not-for-profit organizations.

You will learn to analyze and apply the skills and knowledge gained through core courses, in-class activities, problem solving, project management, case studies, role plays, individual assignments and group projects.

Each of the business administration diploma program courses provides industry specific outcomes less than a year which will allow to achieve your career goals and make a real impact in today's business world.

Program Curriculum

- Introduction to Windows
- MS Word
- MS Excel
- MS PowerPoint
- MS Access
- Marketing & Sales
- Organizational Behaviour
- Business Communications
- Principle of Business Management
- Fundamentals of Accounting
- Business Law
- Human Resources Management
- Financial Accounting
- Economics (Business)
- QuickBooks
- Career Planning & Development

Mode of Delivery

- Instructor-led classroom training
- Online
- Hybrid

Duration

47 weeks
954 hours

Tuition

Local \$11,650
Intl \$15,600 CAD

Certification

Diploma

Intake

Bi-monthly

Admission Requirements

- The student has an Ontario Secondary School Diploma or equivalent OR is 18 years of age or older on or before the program begins AND can pass a qualifying test (Wonderlic - 15) that has been approved by the Superintendent.

Job Market Potential

Median Income:

\$52K+ per annum through salary or contract based on experience, organization, location and duties involved.

Possible Job Titles:

Bookkeeper, Office Administrator, Executive Office Assistant, Office Manager, Junior Economist, Human Resource Clerk, Business Applications Specialist.

