



Academy of Learning

CAREER COLLEGE



Business Administration Diploma Program

CAREER OPPORTUNITIES:

- ◆ Commercial Loan Officers
- ◆ City Managers
- ◆ Sales Managers
- ◆ Human Resources Managers
- ◆ Public Relations Specialist
- ◆ Advertising Executive

**Government Grants & Financial Assistance
up to \$28,000 may be available.**

Contact Us: 416-422-5627 | 647-494-5544

Email Us: info@aolccnorthyork.com

Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9

Business Administration Diploma Program

Program Objective

The Business Administration diploma program is designed to prepare students for the demands of today's fast-paced business environments. Its objective is to expose students to a vast array of business knowledge, management and administration skills, and practical tools that will assist them in addressing situations that arise within a business-related career. Courses focus on professional skills required by today's employers, including knowledge of how businesses utilize technology, e-commerce, business correspondence, office procedures, project management, and employment success strategies.

This program provides students with:

- ◆ A solid foundation in basic principles of a business environment, including current computer applications, marketing, accounting and business law
- ◆ Professional skills in high demand by employers, team-work, communication, customer service, leadership, research, and problem solving.
- ◆ A solid knowledge of business practices and principles and an ability to apply this
- ◆ knowledge to current social and economic conditions.

Career Opportunities

This program provides the student with a range of business knowledge and skills which cross several disciplines, resulting in a well-rounded and highly skilled employee.

- ◆ Commercial Loan Officers
- ◆ City Managers
- ◆ Sales Managers
- ◆ Human Resources Managers
- ◆ Public Relations Specialist
- ◆ Advertising Executive

Duties and Responsibilities

Individuals working in a Business Administration career perform a wide range of administrative and support duties relating to the day-to-day operation of a business. Specific job duties vary with education and experience. Duties may include:

- ◆ Administering, directing, and coordinating day-to-day business operations
- ◆ Implementing efficient working processes, schedules, and procedures
- ◆ Preparing progress and other reports and analyses
- ◆ Assigning and reviewing the work of clerks and administrative assistants
- ◆ Integrating and managing database information for dissemination to staff and clients

Competencies and Core Courses

Individuals working in a Business Administration career perform a wide range of administrative and support duties relating to the day-to-day operation of a business. Specific job duties vary with education and experience. Duties may include:

- ◆ **Word Processing**
Intermediate level of proficiency in Microsoft Word
- ◆ **Spreadsheets**
Intermediate level of proficiency in Microsoft Excel
- ◆ **Accounting**
Sage 50 Premium Accounting
- ◆ **Office Skills**
Basic Bookkeeping Levels 1 and 2, basic level of proficiency in Microsoft Outlook, Office Procedures Levels 1 and 2, Internet Fundamentals, and Personal Computer Fundamentals for End Users
- ◆ **Business Skills**
Business Essentials, Marketing and Sales, Business Economics, Business Math, Business Financial Management, Business Correspondence Levels 1 and 2, Customer Service, Human Resources Management, Business Law & Ethics, Business in the Digital Age, Grammar Essentials for Business Writing, Business Administration Integrative Project, and Project Management Fundamentals Level 1
- ◆ **Job Readiness/Employability Skills**
Job Search and Résumé Writing and Employment Success Strategies



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