



Business Administration Diploma Program



CAREER OPPORTUNITIES

- ◆ Commercial Loan Officers
- ◆ City Managers
- ◆ Sales Managers
- ◆ Human Resources Managers
- ◆ Public Relations Specialist
- ◆ Advertising Executive
- ◆ Entrepreneur / Business Owner
- ◆ Marketing Associate
- ◆ Human Resources
- ◆ Business Strategist
- ◆ Office Manager
- ◆ Budget Analyst

**Government Grants, Scholarships, and Financial Aid
May be Available for Those Who Qualify**

AOLCC North York Campus:

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AOLCC Oshawa Campus:

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Business Administration Diploma Program

Program Objectives

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 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, teamwork, 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.

Duties & 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

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
- Entrepreneur / Business Owner
- Marketing Associate
- Human Resources
- Business Strategist

Competencies and Core Courses

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, Customer Service, Human Resources Management, Grammar Essentials for Business Writing, Business Administration Integrative Project, and Project Management Fundamentals Level 1

Job Readiness/Employability Skills

Job Search and Resume Writing and Employment Success Strategies

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