



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**



905-667-8333, 905-412-5222



admissions@aolccpickering.com, busdev@aolccpickering.com



Unit 16A & 15B, 1400 Bayly Street, Pickering, ON L1W 3R2

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.

Delivery Method

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online/Hybrid

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.

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

Financial Assistance

- Several funding options exist for students, our Financial Aid Officer would be glad to answer any of your questions. Student Financial Assistance Options include:
 - Ontario Student Assistance Program (OSAP)
 - Better Jobs Ontario Program
 - Interest-Free Monthly Payment Plan Options

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