



Academy of Learning

C A R E E R C O L L E G E



Chinese



English

# 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**



**905-595-7775**



**admission@aolccrichmondhill.com**



**Unit 202, 10909 Yonge Street, Richmond Hill, Ontario. L4C 3E3**

# 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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