



Academy of Learning

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



Chinese



English

Sales Professional Diploma Program



CAREER OPPORTUNITIES

- Account Executive
- Sales Agent
- Broker
- Exporter
- Merchandiser
- Sales Consultant
- Sales Representative
- Sales Manager
- Account Manager
- Account Representative
- Estimator
- Agent
- Marketing Manager
- Advertising Sales Agent

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



905-595-7775



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

Sales Professional Diploma Program

Program Objectives

With an ever-growing and competitive market, companies are constantly in need of highly professional and motivated salespeople who can be successful in any type of environment. The discerning Sales Professional understands that it is not so much what you do, but "how" you do it. Partnerships and relationships are established and maintained only when the Sales Professional provides exceptional customer value. This program provides students with:

- An understanding of the sales profession and the environments in which they will be selling.
- Professional skills to develop sale proposals and deliver effective sales presentations.
- The ability to assess their potential clients and adjust their style to successfully build rapport with each client.

Delivery Method

Combination of:

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

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- Merchandiser
- Sales Consultant
- Sales Representative
- Sales Manager
- Account Manager
- Account Representative
- Estimator

Duties & Responsibilities

The main duties of a Sales Professional include, but are not limited to:

- Identifying and soliciting potential clients
- Providing clients with presentations on the benefits and uses of goods or services
- Estimating or quoting prices, credit or contract terms, warranties, and delivery dates
- Preparing or overseeing preparation of sales invoices or other contracts
- Consulting with clients after sale to resolve problems and to provide ongoing support
- Possibly supervising the activities of other sales representatives

Competencies Upon Completion

Database Management

Advanced level of proficiency in Microsoft Access

Graphics/Presentation

Advanced level of proficiency in Microsoft PowerPoint **Business**

Skills

Customer Service, Marketing and Sales, Business Correspondence Levels 1 and 2, Grammar Essentials for Business Writing, Business Essentials, Business Math, Business Verbal Communication, Business in the Digital Age, Business Law and Ethics, Business Negotiations & Contracts, Business Presentations, Principles of Selling, and Professional Selling

Job Readiness/Employability Skills


Job Search, Résumé 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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