

Business Administration Diploma



Business Administration is the foundation of most business professionals, from accounting to human resources to finance to marketing to even entrepreneurship. By building a strong foundation of business knowledge you can keep yourself on a path for a challenging and rewarding career.

In the Business Administration Diploma Program, you master your competences through team projects and assignments, exercises and decision making challenges. You can develop innovative and critical thinking abilities. You will also build analytic, decision-making, problem solving and communication skills that are crucial for business professionals.

This program provides you with a thorough knowledge of business operations and builds a fundamental understanding of business practices, functions and processes. Emphasis is placed on administration, staffing, finance, accounting, sales, marketing, communication and legislative compliance for businesses. The up-to-date curriculum gives you the latest knowledge in the area of computerized accounting and bookkeeping. The program consists of 800 hours of instruction and includes in depth classroom lectures, demonstrations, and case studies.

DURATION

- One Year

ADMISSION REQUIREMENTS

- ▶ Ontario Secondary School Diploma (OSSD) or equivalent or mature student status
- ▶ ESL 7 or higher (if English is not a second language)
- ▶ IELTS or equivalent (for International Students only)
- ▶ An admission interview may be required to ensure you meet the necessary entry requirements

DIPLOMA PROGRAM HIGHLIGHTS

- ▶ Business Mathematics
- ▶ Business Law and Ethics
- ▶ Office Administration
- ▶ MS Office (Word, Excel, Power Point, Outlook, Access)
- ▶ Bookkeeping and Financial Accounting
- ▶ Sales and Marketing
- ▶ Business Planning
- ▶ Human Resource Management
- ▶ Finance and Investments
- ▶ Economics
- ▶ Employment success Strategies

JOB OPPORTUNITIES

- Business Administrator
- Accounting Officers and Assistants
- Accounts Payable/Accounts Receivable
- Accounts/Bookkeeper
- Office Administrator
- Payroll Officer
- Sales Manager
- Financial Assistant
- Marketing Assistant
- Human Resource Assistant
- Budget Analyst Account Manager

BUSINESS ADMINISTRATION PROFESSIONALS PERFORM NUMEROUS DUTIES INCLUDING

- Perform business needs analysis and evaluate strategic business concepts.
- Identify business development opportunities and propose growth areas.
- Assist in the preparation of strategic business plans and schedules.
- Source, generate and close business leads according to monthly sales targets.
- Develop and drive effective secure planned sales volumes.
- Manage projects according to the schedule and ensure project milestones are met on time.
- Provide finance administrative support including project budget reporting and data analysis.
- Ensure compliance with all applicable laws and regulations.
- Prepare business proposals, corporate presentations, quotations and contractual agreements.
- Assist with human resource management team effectiveness and dedication.
- Communicate effectively with customers, and staff.

JOB PLACEMENT ASSISTANCE

In addition to providing students with the necessary skills and knowledge to succeed in Business Administration career, Epic College of Technology also provides training, job searching skills, resume preparation and job placement assistance.

FINANCIAL ASSISTANCE AND FUNDING OPTIONS

Students in the Business Administration Diploma Program may be eligible for several different sources of funding and financial assistance programs including: WSIB, EI, Second Career, bursaries and interest free installment plans administered by the college, bank loans, RASP, RESP and employer sponsored educational programs.



Call us at 905-203-2500 or 647-482-3742 for more information about admission and program.

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