

BUSINESS ADMINISTRATION MANAGEMENT

EARN
UP TO

\$139,869

CAD/YEAR

TIME
COMMITMENT

960

HOURS

PROGRAM
LENGTH

48

WEEKS

COURSE OVERVIEW.

The **Business Administration Management** program prepares students for a variety of careers in business, administration, and management. Students develop practical skills in communication, accounting, marketing, human resources, project management, and business operations. This program provides a strong foundation to help students support, manage, and lead effectively in today's business environment.

ENTRY REQUIRMENTS

- + Live Online or in Person Interview
- + 18 year of age or older
- + An Ontario Secondary School Diploma or equivalent, or Mature Students that pass a Wonderlic Scholastic Level Exam.
- + IELTS of 5.5 or equivalent for Non-native English speakers or successfully pass an Ontario College of Business & Law ESL Basic & ESL
- + Advance with a min. passing grade average of 60%
- + Post-secondary diploma, degree or a certificate from another country is considered an equivalent to an Ontario Secondary School Diploma if assessed at an Ontario OSSD level by a recognized assessment service such as World Education Service at www.wes.org/ca
- + University of Toronto, School of Continuing Studies, Comparative Education Service at www.learn.utoronto.ca/ces
- + International Credential Assessment Service at www.icascanada.ca



LEARNING OUTCOMES.

Business Administration Management courses will cover core business topics such as administration, business communications, accounting, marketing, computer applications, business law, economics, and business ethics to ensure students can navigate a professional business environment. Additionally, students will gain knowledge in key business administration and management areas:

- + Business Administration and Communications
- + Computer Applications
- + Business Accounting and Financial Analysis
- + Business Marketing and Customer Service
- + Presentation Skills and Business Writing
- + Math and Business Statistics
- + Human Resource Management
- + Project Management
- + Business Law and Business Ethics
- + Entrepreneurship, Career Management

To help students retain information and apply their learning, they will study these topics through in-person classes, practical activities, presentations, case discussions, assignments, and business projects. Upon graduation from this college business program, students will have the skills and knowledge to confidently pursue entry-level business administration, management support, operations, customer service, human resources, marketing, and related business roles.





COURSE DETAILS.

- + **Program Code:** BAM
- + **School:** The Business School
- + **Credential:** Ontario College Graduate Diploma
- + **Program Type:** Diploma program
- + **Program Length:** 48 weeks-52 weeks
- + **Program Hours:** 960 hrs.
- + **Days:** Monday to Sunday
- + **Class Hours Options:** Morning / Evening:
- + **Start Date:** Fall, Winter, Summer (Multiple Entry)

TUITION.

- + **Tuition Fees:** \$ 21,000
- + **International Students:** \$ 2,500
- + **Non-refundable application fee:** \$ 500
- + **Books:** \$ 1,500

CURRICULUM.

1	Introduction to Business Administration	40 hrs	IB-BAM
2	Computer Applications 1	40 hrs	CA-BAM
3	Business Communication	40 hrs	BC- BAM
4	Business Accounting	40 hrs	BA-BAM
5	Business Marketing	40 hrs	BM- BAM
6	Presentation Skills: Tools and Techniques	40 hrs	PS- BAM
7	Mathematics for Business	40 hrs	MB- BAM
8	Human Resources Management	40 hrs	HR- BAM
9	Computer Applications 2	40 hrs	CA2- BAM
10	Project Management	80 hrs	PM- BAM
11	Business and Management Statistics	40 hrs	BMS- BAM
12	Organizational Behaviour	40 hrs	OB- BAM
13	Business Law	40 hrs	BL- BAM
14	International Business	40 hrs	IB- BAM
15	Operations/Supply Chain Management	40 hrs	OSM- BAM
16	Analyzing Financial Information	40 hrs	AFI- BAM

17	Introduction to Economics	40 hrs	IE- BAM
18	Business Planning and Entrepreneurship	40 hrs	BPE- BAM
19	Customer Service	40 hrs	CS- BAM
20	Business Capstone Project	80 hrs	BCP- BAM
21	Career Management	40 hrs	CM- BAM
22	Business Ethics	40 hrs	BE- BAM



SETTLEMENT SERVICES.

A SETTLEMENT SERVICE IS ALSO AVAILABLE FOR A FEE:

- + Airport Pick-up
- + Arranging accommodation
- + Assisting in application for Social Insurance Number (SIN Card) – SIN Card enable you to work in Canada during the term of your study
- + Assisting in opening a bank account
- + Media services (introducing internet/cell phone providers)
- + Neighborhood support services (community, religion and social events)
- + All related services to help you settle into the Canadian student culture

FAIR