



BUSINESS ADMINISTRATION DIPLOMA

SCAN ME



ABOUT THE PROGRAM

This hands-on program prepares students to be part of a management team, with a strong emphasis on the accounting side of the operation.

In addition to learning essential office software and the basics of business communication and law, you'll also learn the basics of accounting software.

JOB OPPORTUNITIES

Job opportunities

Administrative Assistant

Office Administrator

Store Administrator

Executive Assistant

START DATES 2023

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|----------|----------|----------|
| • Jan 19 | • May 22 | • Oct 23 |
| • Jan 30 | • Jun 05 | • Oct 30 |
| • Mar 27 | • Jun 19 | • Nov 27 |
| • Apr 17 | • Jul 03 | • Dec 11 |
| • Apr 24 | • Jul 24 | |
| • May 22 | • Oct 02 | |



Duration and schedule:

Domestic: 21 weeks

International: 42 weeks(Including co-op)

Monday - Friday*

9:00am - 1:00pm

* Some modules may be scheduled after 1:00pm



Admission Requirements:

- Government-Issued Photo ID
- Ontario Secondary School Diploma (OSSD) or equivalent
- Mature student ,18 years or older.
- IELTS 6.0 (B2) or equivalent *

*For international students only