

Toronto: 416.441.2900 | Mississauga: 905.281.1414 | www.citicollege.ca

Diploma in Business Administration course outline

Contact us for start dates: - Flexible schedule available

Duration: 30 Weeks **NOC:** 411/1431/1221/1411

Modules

- Fundamentals of Accounting.
- Simply Accounting-Sage 50
- QuickBooks
- Business English
- Business Communication
- Office Procedures
- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- MS Access
- Windows Operating System