



## Diploma in Business Management **NOC:0144**

You will learn the skills necessary for planning, organizing, directing, controlling and evaluating departments responsible for corporate governance and regulatory compliance.

### Modules:

- Business Management
- Marketing
- Managing Human Resources
- Business and Law
- Microsoft Project
- Business English
- Business Communication
- Office Procedures
- Fundamentals of Accounting
- Sage 50 (formerly known as Simply Accounting)
- QuickBooks
- Windows Operating System
- MS Office Word/Excel/PowerPoint/Access
- Internet Explorer & Outlook

### Job Roles for Administrative Managers:

A Business Manager is a person who is responsible for planning organizing, directing, controlling and evaluating the operations of a department providing a single or several administrative services. He/She directs and advises staff engaged in providing records management, security, finance, purchasing, human resources or other administrative services; directs and controls corporate governance and regulatory compliance procedures within establishment; plans, administers and controls budgets for contracts, equipment and supplies; prepares reports and briefs for management committees evaluating administrative services. He/She is also responsible for interviewing, hiring and oversee training for staff.

### Job opportunities for graduates:

- Administrative Services Chief
- Administrative Services Manager
- Support Services Manager
- Inventory Control Manager
- Security Manager
- Records Administrator

Call for Start Dates:

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