



# Course Outline - Diploma in Business Administration

Academic Period: **2023 - 2024**

Applicable NOC Code: **Administrative officers (NOC 1221), Supervisors, general office and administrative support workers (1211), Administrative assistants (1241), General office support workers (1411)**

Credential Awarded - **Diploma**

Prerequisites - **Ontario Secondary School Diploma or equivalent**

Program Duration - **30 Weeks**

Hourly Income in Toronto Region - **As high as \$50.16 per hour**

## Course Rationale -

The Diploma in Business Administration program provides students with a comprehensive understanding of essential business principles and practical skills. It equips students with the knowledge and competencies required to succeed in various administrative roles within organizations across different industries.

## Course Description -

The Diploma in Business Administration program offers a comprehensive curriculum that covers key areas of business administration. Students will gain knowledge in accounting principles, financial software, business communication, office procedures, and essential software applications. The program aims to develop students' critical thinking, problem-solving, and decision-making skills to excel in administrative roles.

## Modules covered in the course -

1. **Fundamentals of Accounting:** This module provides a solid foundation in accounting principles, including the interpretation of financial statements, bookkeeping practices, and analysis of business transactions.
2. **Simply Accounting-Sage 50:** Students will gain hands-on experience with Simply Accounting-Sage 50 software, learning how to manage financial records, create invoices, process payroll, and generate financial reports.
3. **QuickBooks:** This module focuses on the utilization of QuickBooks software for various accounting tasks, such as recording transactions, managing inventory, tracking sales, and generating financial statements.
4. **Business English:** Students will develop effective written and verbal communication skills in a business setting, including business writing techniques, professional correspondence, and presentation skills.
5. **Business Communication:** This module covers essential communication skills in a business context, including interpersonal communication, conflict resolution, negotiation techniques, and effective teamwork.
6. **Office Procedures:** Students will learn standard office procedures and protocols, including document management, appointment scheduling, record keeping, and customer service principles.
7. **Office 365:** This module introduces students to the features and functionalities of Microsoft Office 365, including Word, Excel, PowerPoint, and Outlook, for efficient business document creation, data analysis, presentations, and communication.
8. **Operating Systems and Internet Browsers:** Students will gain proficiency in operating systems and internet browsers, learning how to navigate and utilize various software applications and online resources essential for business operations.

## Learning Outcomes -

Upon successful completion of the program, students will be able to:

1. Apply fundamental accounting principles to analyze financial data, interpret financial statements, and make informed business decisions.
2. Demonstrate proficiency in using accounting software, such as Simply Accounting-Sage 50 and QuickBooks, to manage financial records, track expenses, and generate financial reports.
3. Communicate effectively in a professional business environment, both in written and verbal forms, using appropriate business language and communication techniques.

4. Employ office procedures and protocols to ensure efficient workflow, including managing documents, organizing files, coordinating appointments, and prioritizing tasks.
5. Utilize Microsoft Office 365 tools, including Word, Excel, PowerPoint, and Outlook, to create and edit business documents, analyze data, prepare presentations, and manage email and calendars.
6. Demonstrate proficiency in navigating and utilizing various operating systems and internet browsers to access information, conduct online research, and perform essential business tasks.
7. Apply basic principles of business English and business communication to compose effective business correspondence, reports, and presentations.
8. Understand the importance of professionalism, ethical behavior, and confidentiality in a business setting, adhering to professional standards and legal requirements.
9. Demonstrate teamwork and collaboration skills by actively participating in group projects and effectively communicating and cooperating with team members.
10. Apply critical thinking and problem-solving skills to analyze business scenarios, identify issues, and propose appropriate solutions.
11. Adapt to technological advancements and changes in the business environment, continuously updating skills and knowledge to stay current in the field of business administration.

***Note: The learning outcome may vary based on every individual's learning objectives and focus on the program.***

These course outcomes highlight the practical skills, knowledge, and competencies that students will acquire during the Diploma in Business Administration program. The program aims to prepare students for successful careers in various administrative roles and provide them with a solid foundation for further studies or professional development in the field of business administration.