



# 33 Weeks/660Hours

## Course details



# BUSINESS ADMINISTRATION



STUDENT SUPPORT COMMUNITY



## Employment opportunities and salary

- ✓ Business management consultant
- ✓ Business methods analyst
- ✓ Consultant, organizational analysis
- ✓ Health information consultant
- ✓ ISO consultant
- ✓ Organizational analyst
- ✓ Records management specialist
- ✓ Researcher, organization and methods
- ✓ Senior consultant, operations management
- ✓ Management analyst

**BUSINESS FACULTY**

**\$19,93/ hour**

Avg. Base Hourly Rate (CAD)

Source: [jobbank.gc.ca](http://jobbank.gc.ca) And [payscale.com](http://payscale.com)

**\$46,180**

Avg. Base Salary (CAD)

## NOC codes:

- Administrative Clerks: NOC 1441
- Accounting and Related Clerks: 1431
- Administrative Officers: 1221
- General Office Clerks: 1411



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# BUSINESS ADMINISTRATION



## Program Summary

Our Business Administration Diploma program can prepare you for an exciting career in the corporate world by providing you with the training you need in the most relevant aspects of business and administration. Graduates who have the right combination of academic skills, personal drive and dedication can seek employment in a variety of business fields such as accounting, banking, marketing, and customer service.



## Learning Focus

- Microsoft Windows
- Microsoft Word (Basic, Intermediate & Advanced)
- Microsoft Excel (Basic)
- Microsoft PowerPoint
- Microsoft Outlook & Email
- Microsoft Access
- Bookkeeping & Accounting for Business
- Simply Accounting
- QuickBooks
- Office Procedures
- Human Resource Management
- Customer Service
- Business Writing
- Career Preparation



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## What do business administrator do?

A business administrator must oversee an organization's business activities and ensure they are efficient. These professionals often serve on an organization's board or governing council and serve as an intermediary between company employees, stakeholders, and customers, and they must coordinate operations that permit the business to thrive. Their typical duties may include human resources tasks, budgeting, administrator support, staff training, and facilitating staff meetings. The clerical tasks of a business administrator include organizing and writing documents, record-keeping, answering telephone inquiries, and constructing an organizational system for others to follow. In addition, the business administrator often informs upper- and lower-level management on updates with the company.



## Microsoft Windows

In this module, the students will explore the basic system operating functions of Microsoft Windows, which include managing the desktop, files and folders, running applications, system settings and tools.

Hours

50

## Microsoft Word (Basic , Intermediate & Advanced)

The students will learn to compose and format formal business letters, reports, tables and other business forms. They will enter and edit text in documents and tables, change page layouts, and format using tabs and font styles to produce professional looking documents. Discover how to save and retrieve documents, activate spell-checking tools, use the mouse to activate the Tabs and create and edit documents.

125

## Microsoft Excel (basic)

The module focuses on how to input and organize data; format and print worksheets and charts; as well as how to edit, move and copy text, formulas and files. In addition to creating formulas, graphs and pie charts, work with multiple worksheets, use advanced formatting techniques to track and analyze business operations and produce presentations and financial reports.

55

## Microsoft PowerPoint

In this module the focus lies on how to create dynamic business presentations and slide shows. Students are taught how to create and modify presentations using edit text, add color, change fonts, layouts and background styles.

25

## Microsoft Outlook & Email

Students can expect to cover such information as email composing, formatting as well as inserting attachments. As well, more advanced email manipulation topics and customization are addressed, such as filtering mail, creating folders, templates and rule wizard applications.

25

## Microsoft Access

This program of Microsoft office suite , will teach students how two use MS Access to manage business data . Students will learn how to enter and edit data using tables and forms they have created, how to query ,sort and create reports using wizards .

50

## Bookkeeping & Accounting for business

This module introduces the students to the basics of bookkeeping and the fundamentals of accounting. At the conclusion of this module, students will be able to understand the usefulness and importance of accounting procedures as business-owners, managers, or office-workers.

75

## Simply Accounting

In this course students will be comfortable with computerized accounting principles as well as the installation, configuring and use of Simply Accounting.

50

## QuickBooks

Students learn how to set up new data files, vendors and customers lists, process A/P and A/R transactions, and create reports and graphs in QuickBooks to support small business activities.

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## Office Procedures

This course lets the student practice and demonstrates real-world job skills, document processing, interpersonal relations, communication and information management. The ability to use these skills will enable the students to adapt to the office environment.

50

# BUSINESS ADMINISTRATION



## Human Resource Management

This course gives an understanding of how to manage and motivate people. Students will know how to solve problems through problem solving and decision-making skills, as well they will understand the interview process.

Hours

25

## Customer Service

This course teaches students the ability of serving a customer. Students will learn to understand and meet the needs of customers, whatever those needs may be..

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## Business Writing

This course teaches students to think in the foundation of effective writing. Students will be able to demonstrate proper writing styles and learn the many different formats of writing.

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## Career Preparation

This course will guide the students through many preliminary steps leading to an interview and culminating in a job offer, resume preparation, contacting prospective employers directly or through other means, how to make an impressive appearance, questions the interviewer is likely to ask you and those you can ask him.

25

## Contact us

<https://computek.edu/>  
**(416) 321-9911**

