



Business *Skills* College

Business • Technology • Healthcare

Course Information:

Business Administration Professional

START YOUR NEW CAREER IN BUSINESS ADMINISTRATION

Office work dominates the Canadian economy and there are business administration job opportunities from entry level to management waiting for you. Business administration positions are critical to managing all types of organizations. As a Business Administration Professional graduate, also referred to as Office Administrators, you will schedule appointments, organize paper and electronic files, plan meetings, manage projects, and produce correspondence.

YOU WILL LEARN THE SKILLS YOU NEED TO BE SUCCESSFUL

The program teaches software application skills for word processing, spreadsheets, database management, desktop publishing, and graphics programs. The computer skills you will gain will provide a foundation for pursuing certification as a Microsoft Office Specialist in Microsoft Word, Excel, Access, and PowerPoint.

TO GRADUATE IN LESS THAN 6 MONTHS WITH FLEXLEARN™

With the Flexlearn™ system, you can prepare for your new career in less than 6 months.

- Extra courses at no charge – free electives are possible
- Flexible schedules – work around your family and home schedule
- Extra assistance when YOU need it – book one-on-one assistance from qualified instructors
- Customized courses can be created for you