

Business Administration

(LCA.7N) A.C.S.



Learn a complete set of business management skills, including office software, accounting, marketing and sales. Qualify to work in government, big and small companies, or run your own business. Graduate in just 14 months, internship included.

Business administration includes every aspect of running and managing a business or organization. Many departments work together to help a company run smoothly.

Herzing's Business Administration program teaches the software, communication, and project management skills employers want.

 Program Length: **14 Months OR 24 months**
Includes **8 week internship**

 Program Delivery:
On Campus, Online, Hybrid

CAREER OUTLOOK

There is steady demand for talented business administration professionals. Business administration is a broad field with job opportunities in both the public and private sectors.

PROSPECTIVE JOB TITLES

Business Manager, Administration Officer, Account Executive, Office Controller, Marketing Representative, Sales Associate, Business Development Officer, Accounting Assistant

WHO HIRES OUR GRADUATES

Primo International, Altima solutions Ltd., BMO Moneris

Employment Statistics

98%

Percentage of Overall 2022 Available Graduates
Employed in a Related Field

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ADMISSION REQUIREMENTS

- Quebec issued high school diploma or equivalent
- Minimum of two consecutive terms OR One school year interruption from full-time studies OR Minimum of one year post-secondary education
- Pass a general admissions entrance test
- Meet any additional program specific entrance requirements

LEARN ONLINE

Online programs offer the flexibility; personalization and support that you need to succeed in today's ever-changing job market. Work on your assignments when it's convenient for you, all with the support of a dedicated Instructor.

COURSE LIST

Herzing's Business Administration program teaches essential skills you need to get hired in any office environment.

- Business Application Software

- Venture Start-up

- Accounting I

- Computerized Accounting

- E-Business Concepts

- Accounting II

- Business Principles and Management

- Business Communications

- Sales by Representation

- Business Mathematics

- Retailing

- Business Law and Ethics

- Introduction to Marketing

- Market Research

- Statistical Methods

- Advertising and Direct Marketing

- Internship

- Spreadsheets and Databases

- Global Marketing
