

Business Administration


Build a strong foundation of business administration skills. Choose from job opportunities in accounting, payroll, client services and administrative support. One diploma program, many career options. Graduate in just 6 months.

The field of business administration includes all the operations, departments, and processes an office needs to run smoothly.

Herzing College offers an accelerated Business Administration program, designed to get you job-ready in just 6 months. Fast track your career with practical business training and help finding your first job.



 Program Length: **6 Months (25 hours/week)**

 Program Delivery:
On-Campus

▮ CAREER OUTLOOK

Skilled office staff are always in demand. Professionals trained in business administration will find career opportunities in both the private and public sector.

▮ PROSPECTIVE JOB TITLES

*Business Manager, Administration Officer, Receptionist, Office Controller
Business Development Officer, Accounting Assistant, Payroll Clerk*

Employment Statistics

90%

Percentage of Overall 2022 Available Graduates
Employed in a Related Field

▮ WHO HIRES OUR GRADUATES

*Earnscliffe Strategy Group, Carefor Health and Community Services,
Canadian Food Inspection Agency, Camco Acura Automotive Group
Aramark, Revenue Canada, Harris Computer System, Minto Group*

Employment result listed is for all programs combined, and are from the most current annual report. Information in this document is subject to change. Updated March 1, 2023

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✓ ADMISSION REQUIREMENTS

- Minimum of a Canadian high school grade 12 or equivalent (Ontario high school diploma or equivalent) or a mature student (19 years of age or older and has been removed from full-time high school for minimum 2 years). Students applying as mature students must demonstrate appropriate levels of math, English literacy, comprehension and/or written skills to warrant success and completion of program
- Pass an entrance test administered by Herzing College
- Be interviewed in detail regarding interest in the field.
- Note: admission to some programs may include additional requirements.

✓ COURSE LIST

Study topics for our Business Administration program include office software, computerized accounting, payroll procedures, and communication skills.

- System and Computer Fundamentals

- Word Processing Software

- Scheduling Software

- Spreadsheets Software

- English and Communication Skills

- Presentation Skills and Software

- Database Software

- Business Mathematics

- Accounting Fundamentals

- Computerized Accounting

- Career Development and Client Services

- Accounting I

- Introduction to Payroll and Payroll Software
