

# Business Administration


Learn the accounting, computer software, marketing, communication and management skills you need to get hired at any office. Get real work experience with an internship. Graduate in just 10 months.

Business administration includes every aspect of running a business or organization. From ensuring daily operations go smoothly to planning long-term goals, effective business administration is essential for success.

The Business Administration program at Herzing College Toronto is fast and effective. This accelerated diploma program is based on the skills today's business employers are looking for. Graduates are qualified for a range of positions, from accounting to marketing to office management.



 Program Length: **10 Months (20 hours/week)**  
Includes 5 week internship

 Program Delivery:  
**On Campus**

## CAREER OUTLOOK

Toronto is one of Canada's largest hubs for business. Professionals trained in business administration will find career opportunities in both the private and public sector.

## PROSPECTIVE JOB TITLES

*Account Manager, Administrative Assistant, Office Manager, Marketing Assistant, Client Services Representative, Sales Representative*

## WHO HIRES OUR GRADUATES

*Canadian Centre for Skills Development, Desjardins Financial Editors Association of Canada, G4S Secure Solutions*

### Employment Statistics

88%

Percentage of Overall 2022 Available Graduates  
Employed in a Related Field

# Business Administration

## ✓ 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

Herzing's Business Administration program focuses on practical office skills and real work experience. You will learn the computer, accounting, management, marketing, and communication skills needed to secure employment in any office environment.

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- Office Applications

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- Spreadsheets

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- Business Math

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- Accounting Fundamentals

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- Business Communications

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- Organizational Behaviour

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- Marketing and Sales

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- Project Management

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- Database Applications

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- Human Resources Fundamentals

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- Entrepreneurship

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- Career Development

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- Internship

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