



BITTS INTERNATIONAL CAREER COLLEGE

Business Administration Diploma

College Diploma (4 semesters)

START IN November 2020

Classes begin	November 2020
Offered at:	Mississauga Campus
Program code:	1221
Credential Awarded:	Diploma
Method of Instruction:	
Pre-requisites:	An Ontario Secondary School Diploma or equivalent

ADMISSION COORDINATOR

Rajbir Sandhu

+1-905-790-3940

Admissions@bitts.ca

Become a manager, administrator, or an entrepreneur. Take up this 2-year program towards vast area of employment opportunities.

Program Highlights:

With our Business Administration diploma, Students gets phenomenal opportunities ahead:

- A highly-in demand training sought by recruiters, opens vast opportunities to get employed.
- Course provides technical and transferable skills necessary for success within the Industry.
- Trained by Industry experienced instructors in a conducive environment which meets international standards.
- Leads to a job starting with an average of \$16-\$48 /hour, Varies as per role and experience.
- Prepare yourself to be a part of Human Resource, Accounts, Finance Department, Sales & Marketing in Hospitality, Retail, Sales or Operations management.

With our Business Administration Program at Bitts, you will be benefiting through the following aspects:

- We ride on a vision to prepare you to have a strong grip on the subject of Business Administration and empower you through the exact knowledge.
- One of the major goals of our institute is to produce excellent Business Administrators that would be able to build tomorrow's world.
- After successful completion of the Business Administration Diploma, you would be able to perform as; administrative assistant, Business center representative, Finance and Business Analyst, office jobs, and plenty more.

- It is one of the major demanding professions where the salary range starts from 28,920 per year at entry-level.
- So, it's the best opportunity to get the entry to Business Administration with Bitts! Isn't it?

If you are motivated and organized individual, the program will help you to make most of your traits, take this course and become a business administrator in a high-powered environment.

Choosing this program as your study stream would turn you into a business administrator with efficient skills. The program will prime you to enter in the field. Earning this diploma will advance your knowledge with skills of organizational leadership, managing people and strategic planning. You will have an array of leadership positions and other advanced roles with an option to work across industries as a business analyst, Human Resource generalist, marketing specialist or also venture into entrepreneurship.

Students must complete the following embedded course's modules with a minimum of C (to-60%) grade in each module to gain complete understanding of Medical Office administrative and related areas.

Modules

Keyboarding Skills
Student Success Strategies
College English
Microsoft Office Applications (Word, Excel & Power point)
Business Communication
Business Mathematics
Management Principles and Practice
Statistics
Business Laws
Accounting Part I
Marketing Management
Human Resource Management
Microsoft Office Outlook and Access
Advertising, Promotion and Consumer Behavior
Organization Behavior
Managerial Finance
Accounting Part II
Quantitative Methods in Business
Entrepreneurship
QuickBooks
Event Management
Management of International Business
Business Research
Operations Manager
Management Information Systems
Taxation
Strategic Management
Database Management
Practicum