



## BUSINESS ADMINISTRATION

Business Administration graduates will receive a good foundation to pursue careers in marketing, insurance, personnel, purchasing, real estate, and banking. Excellent program for those wishing to start their own business, or join a family business.

**\* Strong math skills are an asset.**

**Start Dates:** March, September

**Duration:** 10 months | 40 Weeks | 1040 course hours

**Prerequisites:** Grade 12 with minimum 65 percent overall average

GED 12 in the 53rd percentile | Mature Student Admissions

### Classes

Document Preparation 112 (Simulation)  
Keyboarding Speed (35 wpm to graduate)  
Communications 211  
Communications 212  
Communications 214a  
Mathematics 311  
Financial Mathematics - 1 312  
Financial Mathematics - 2 313  
Personal Finance 314  
Financial Accounting - 1 412  
Career Strategies 513a  
Applied Administrative Procedures 515a  
Business Law 516  
Marketing 518

Supervision 520  
Records Information Management 522  
Entrepreneurship 525  
Microeconomics 526  
Macroeconomics 527  
Computer Applications 611 (Windows 10)  
Computer Applications 619 (PowerPoint 2019)  
Computer Applications 620 (Excel 2019) - Level 1  
Computer Applications 621 (Excel 2019) - Level 2  
Computer Applications 622 (Access 2019) - Level 1  
Computer Applications 628 (Outlook 2019)  
Computer Applications 642 (QuickBooks 2018) - Level 1  
Computer Applications 672 (Word 2019) - Level 1

*\* Also offered part-time as a two year diploma program.*

*(See SBC advisor for more information)*

***\* Ask about practicum options***

[www.sbcollege.ca](http://www.sbcollege.ca) | 1-800-679-7711 | 306.244.6333 | [admissions@sbcollege.ca](mailto:admissions@sbcollege.ca)

**Better job — brighter future.**