



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 11)
Computer Applications 619 (PowerPoint 2019)
Computer Applications 620 (Excel 2021) - Level 1
Computer Applications 621 (Excel 2021) - Level 2
Computer Applications 622 (Access 2019) - Level 1
Computer Applications 628 (Outlook 2019)
Computer Applications 642 (QuickBooks 2021) - Level 1
Computer Applications 672 (Word 2021) - Level 1

** Also offered part-time as a two year diploma program.
(See SBC advisor for more information)*

See program advisor for information on flexible learning options

Ask about practicum options

www.sbcollege.ca | 1-800-679-7711 | 306.244.6333 | admissions@sbcollege.ca

Better job — brighter future.