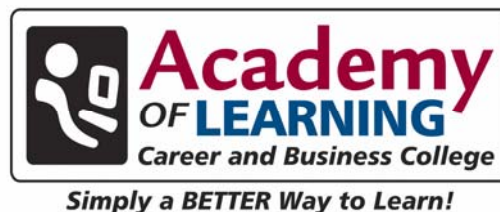


Business Administration Diploma



Program Objective

The Business Administration diploma is designed to prepare students for the demands of today's fast-paced business environment. The objective of the program is to expose students to a vast array of business knowledge, management, administration, and practical tools that will assist them in dealing with situations within a business-related career. Courses focus on professional skills required by today's employers, including computerized accounting, software skills, administrative functions, human resource management, sales and marketing, project management and many other skills that are vital to success in a business environment.

Program Information

Start Date: Weekly

Length: 52 Weeks

Class Times: Flexible Hours - mornings, afternoons, evenings and Saturdays

*Online studies also available

Admission Prerequisites

- Grade 12 or equivalent
- Successful completion (at least 75%) of an entry test to determine general readiness for learning
- An interview with an admissions officer to determine the apparent appropriateness of training related to the potential student's needs and aptitudes

Financial Assistance

Students registered in the full-time and part-time programs may apply for financial assistance under the Canada Student Loan Act. In addition, students may be eligible for Service Canada Sponsorship.

Credit for Previous Training

Credit for previous training and education may be awarded to students who are able to successfully complete examinations which demonstrate proficiency in specific skill areas.

Graduate Opportunities

Accounting Firms
Government
Retailing/Trade Managers
Project Management
Self-Employment
Service Industries
Small/Large Business

Job Placement-OJT

All students registered in full-time programs will be provided with a job placement to use their skills in a practical work setting and gain further knowledge as it relates to the real world of work.

University Partnerships

Academy of Learning has signed agreements with the University of Windsor, University of Phoenix, Merit University and Athabasca University which allow students to gain advanced standing toward degree-granting programs.

Student Comments

"I chose the Academy of Learning because of the flexibility. I am able to set my own schedule and work from home which is really important because I have children. My experience with both students and staff has been wonderful. It is a very positive and encouraging environment."
Christina Lusic

"I chose the Academy of Learning to get the hands-on experience through independent learning to complete tasks that I would be faced with in the workplace. I got this and so much more with the help of the instructors and the staff at the Academy of Learning."
Ashley Arsenaull

About the Academy

One of the fastest growing colleges, with campuses across Canada as well as Global locations. Academy of Learning is one of the largest, private post-secondary career colleges.

As a unique computer and business training college specializing in computer applications, information technology, business skills, and healthcare training, we prepare individuals to meet the increasing needs of the business community.

On Prince Edward Island there are three locations to choose from.

Charlottetown - 55 Grafton Street

Phone: 902-894-8973

Montague - 539 Main Street.

Phone: 902-361-8973

Summerside - 10 Slemmon Park Drive

Phone: 902-436-9889

Areas of Study

This program will provide students with the following areas of study in preparation for employment in Business Administration.

Course Credits	
Operating Systems	Windows Introduction
	Introduction to Keyboarding
Software Credits	Introduction to the Internet
	Microsoft Word Level I
	Microsoft Word Level II
	Microsoft Excel Level I
	Microsoft Excel Level II
	Microsoft Outlook Level I
	Microsoft Outlook Level II
	Microsoft PowerPoint Level I
	Microsoft PowerPoint Level II
	Microsoft Access Level I
	Business Math Skills and Applications
	Office Simulations
Accounting	Basic Bookkeeping Level I
	Basic Bookkeeping Level II
	Simply Accounting
Specialty Business Courses	Business Essentials
	Business Economics
	Business Financial Management
	Marketing & Sales
	Marketing Administration
	Human Resource Management
	Business Law & Ethics
	Business in the Electronic Age
	Business Writing Essentials
	Business Administration Integrative Project
Career Preparation	Job Search
	On The Job Training



Academy of LEARNING

55 Grafton Street ☐ Charlottetown, PE ☐ C1A 1K8

Phone: 902-894-8973 Fax: 902-892-2983

E-mail: info@aolpei.ca

Website: www.aolpei.ca