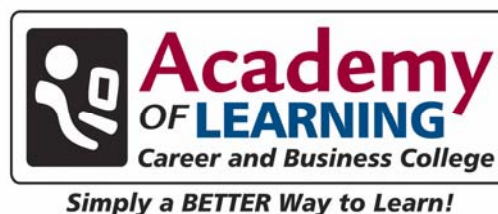


Business Management Certificate



Program Objective

The Business Management Certificate is designed to prepare students for supervisory and management-level positions in today's fast-paced business environment and may relate to the following fields: finance, human resources, purchasing, computer systems and administrative services. The program exposes students to a vast array of business knowledge, management and administration skills, and practical tools that will assist them in dealing with situations in a business-related career.

Program Information

Start Date: Weekly

Length: 28 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
- One year business-related experience
- Working knowledge of Word, Excel, Outlook, Keyboarding (25wpm) and Internet skills (may require testing)

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

Account Manager
Administrative Manager
Retailing/Trade Managers
Project Management
Support Services Manager
Inventory Control Manager
Planning/Organizational Development
Records Manager
Public/Private Sector
Self-Employment
Service Industries
Small/Large Business

University Partnerships

Academy of Learning has signed agreements with the University of Windsor, University of Phoenix, Meritus 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 Lustic

"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 Arsenault

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 Slemon 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 Management.

Course Credits	
Administrative Courses	Management Fundamentals
	Project Management Fundamentals Level I
	Customer Service
	Microsoft Project Level I
	Microsoft Project Level II
Accounting	Business Financial Management
	Basic Bookkeeping Level I
	Basic Bookkeeping Level II
	Simply Accounting
Specialty Business Courses	Business Essentials
	Business Writing Essentials
	Marketing & Sales
	Human Resource Management
	Business Law & Ethics
	Business in the Electronic Age
	Business Supervisory Skills



Academy of LEARNING

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