

# Business Administration Diploma

Diploma Program | Course Length: 52 Weeks

A Business Administration Diploma from ABM College will provide students with the skills and knowledge required to develop a business or entrepreneurial mindset. Students receive a firm foundation of business principles, including modern management trends and theories, and then apply them to real-world situations. Students graduate prepared for a wide variety of jobs in the business sector.



### Flexible Learning Environment

Instructors adjust class pacing to ensure students have time to absorb each component

### Wide Variety of Business Aspects

Program covers numerous topics to put students ahead of the competition

### Industry-Experienced Instructors

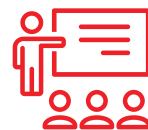
Students learn first-hand from well-known local experts within the industry

## Program Description

The ABM College Business Administration Diploma program prepares students in essential business concepts, analytical tools, and the management techniques required to be successful within a large assortment of modern business settings.

Through this program, students will learn skills from various business positions such as clerical duties, management solutions, business communications and much more. The combination of various skills will provide the students with a firm foundation on the daily operations in a business environment. This program will help students develop the mindset needed to carry out business administrative duties efficiently in any office setting.

Our program is designed to provide graduates with a strong foundation of business principles and the right skills to help get a desirable job after graduation.



### Learning Options

Online  
Classroom  
Blended



### Length of Program

52 Weeks Total  
52 Weeks In-Class  
4 Optional Practicum



### Location

Calgary Campus



### Class Availability

Morning  
Evening  
Weekend

## Career Opportunities

- Office Manager
- Business Administrator
- Managerial Support
- Private Business Owner
- Business Strategist

## Who Should Enrol?

Successful business administrators are natural leaders and collaborators who are confident, self motivated, and remain calm under pressure. If you are organized, good with money, and able to analyze situations objectively, this diploma might be best for you.

## ANTICIPATED SALARY RANGE

### BUSINESS ADMINISTRATOR

**\$41,000**  
AVERAGE ESTIMATED  
STARTING WAGE  
PER YEAR

**\$69,000**  
AVERAGE ESTIMATED  
EXPERIENCED WAGE  
PER YEAR



\*This estimate is based on available employment data at the time. Actual salary will vary based on numerous factors

## Admission Requirements

### Standard Admission

*Students must meet ONE of these criteria:*

Alberta High School Diploma or equivalent with verified transcript

**-OR-**

General Equivalency Diploma (G.E.D.), plus successful interview with ABM College Administration, and if student's first language is not English, Canadian Language Benchmark of 5 with SLE Language Evaluation Test

### Mature Admission

*Students must meet ALL of these criteria:*

1. At least 18 years of age prior to admission
2. Passing score of 15 or higher on Entrance Exam (Scholastic Wonderlic)
3. Successful interview with ABM College Administration
4. If student's first language is not English, Canadian Language Benchmark of 5 with SLE Language Evaluation Test

## Contact Us

For more information and enrollment, contact an admissions advisor:

### Calgary:

(403) 719-4300  
generalinfo@abmcollege.com  
112 28 Street SE Calgary, AB







## Course Components

### 1. Organizational Behaviour

This section will teach students about various forms of business operations, management communications, and the ethics of the business world.

### 2. Marketing Management & Digital Marketing

Students are introduced to marketing and learn the various methods and software used in the marketing world. They will learn how to effectively market for a brand or business, and the types of strategies effective for various business niches and objectives.

### 3. Economics

This section will teach students various business economics and economic strategies to maximize organizational profitability and growth.

### 4. Business Management

This is a mandatory management project students prepare together.

### 5. Human Resources Management

This module will introduce students to the world of human resources and strategies to help manage the HR department of a business.

### 6. Entrepreneurship

Students learn how to start their own business and manage a start up successfully.

### 7. Business Law

This section will teach students about various legal obligations of businesses, as well as important aspects of the legal system as it pertains to owning and operating a company.

### 8. Financial Accounting 1

This section gives students the financial acumen and basic accounting knowledge they will use once working in the management field. This course assists students in understanding a general background of the fundamentals of accounting, as well as understanding the daily transactions procedures that exist in business.

### 9. Financial Accounting 2

Students develop the ability to prepare and analyze the financial statements of public corporations. Topics include an overview of corporate financial reporting, transaction analysis, merchandising and inventory, assets and current liabilities; financial reporting concepts, corporate taxation and more.



## Course Components

### 10. Managerial Accounting

This module teaches students how to prepare cost reports and manage the spending of a business. Students develop the ability to collect, analyze, and communicate quantitative and non-quantitative information to assist management in making more effective planning and control decisions.

### 11. Microsoft Office

Students are provided with the technological skills needed to work in the business world. Students will build skills in keyboarding, internet use, and learn Microsoft Office Suite applications.

### Optional - Practicum

Students will gain practical and hands-on experience to apply the knowledge and skills learned in class to real-world experiences in a professional capacity during this optional 4-week practicum placement.

### Optional - Business Communication

This course helps students explore and understand the role of communication in professional business settings. Attention is given to workplace culture, interpersonal and team communication, technology, professional presentations, research, meetings, and professional writing grounded in communication and business theory.

### Optional - Resume Writing & Professional Skills

Students work with a professional career counsellor to develop and optimize a professional resume to put forward for employers. Additional support in job searching, interview techniques, and other career transition skills are offered to ensure students have the best possible work prospects.

## Testimonials

“ Thank you ABM College for the support and education that you have provided. The college has knowledgeable instructors and friendly and accommodating staff. ABM College has a way of keeping their students well-informed and updated in their respective fields. I will highly

**Lew Herrera**



**ABM College of Health and Technology**

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