**BUSINESS ADMINISTRATION**

Course Length: 26 WEEKS

**OBJECTIVE**

This program will provide students with the necessary skills and academic knowledge for entry-level positions in various enterprises. It will provide an overview of business principles, practices, and operations. Areas of study include business principles, computer business application software, sales and communication skills, manual and computer accounting fundamentals as well as an introduction to payroll procedures. Graduates will be prepared to work in the business office of any organization.

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**IS 101  SYSTEM AND COMPUTER FUNDAMENTALS  1 WEEK**

This course provides an introduction to the Microsoft® Windows operating system, Internet Explorer browser, and Outlook information manager, as well as word processing and presentation applications.

**IS 120  WORD PROCESSING SOFTWARE  3 WEEKS**

This course presents and explores the features of Microsoft Word. Various documents are created, edited and printed, using features such as spell checker, edit and tool commands, tables, mail merges and formatting tools. The tasks required for the proficient level of the Office User Specialist program are covered. Upon completion of this course, motivated students will have reached the proficient level of the MS Office User Specialist program.

**IS 122  SCHEDULING SOFTWARE  1 WEEK**

This course presents the practical application of the concepts and features of a scheduling package using Microsoft® Outlook 2007. Topics include using the calendar; entering one-time and recurring appointments; using the Date Navigator; moving and editing appointments; and integrating with other programs.

**IS 121  SPREADSHEET SOFTWARE  3 WEEKS**

This course presents the practical application of the concepts and features of a spreadsheet package using Microsoft® Excel 2007. Topics include using and managing worksheets and workbooks; applying formatting and style features; working with data, formulas, and functions; managing charts and graphics; working with outlines, views, and reports; automating tasks with the macro feature; using auditing tools, collaborative tools, and hyperlinks; and integrating with other programs.

**EN 101  ENGLISH AND COMMUNICATION SKILLS  2 WEEKS**

This course provides instruction in written English and Proofreading. Topics include grammar, word usage, and proofreading. During this section students will also focus on their Microsoft® Word 2007 training.

**IS 125  PRESENTATION SKILLS & SOFTWARE  2 WEEKS**

The preparation and delivery of presentations and the development of effective communication skills that increase self-confidence will be the focus of this course. The development of group skills will be practiced and much of the time will be spent working in groups. This course also studies of the principles and features of a presentation graphics package, Microsoft® PowerPoint 2007
### IS 123 DATABASE SOFTWARE
This course provides the study of the principles and features of a database management system using Microsoft® Access 2007. Topics include creating and managing databases, data management and integrity, working with queries and forms, managing reports, using tools and macros, database and file management, analyzing and filtering data, and relational databases.

### MA 210 BUSINESS MATHEMATICS
This course provides instruction in the mathematical operations associated with the retail, banking, and accounting industries. Topics include decimals, fractions, and percentages; bank services; interest and payment plans; purchase orders and invoices; selling prices and mark-ups.

### AC 101 ACCOUNTING FUNDAMENTALS
This introductory accounting course provides the practical application of the concepts and principles of the accounting cycle for service and merchandising businesses. Topics include an overview of accounting concepts and procedures; analyzing and recording transactions; beginning the accounting cycle by journalizing, posting, and working with the trial balance; using worksheets, financial statements, and adjusting entries.

### AC 104 COMPUTERIZED ACCOUNTING
This course is designed to provide practical application of accounting principles using an accounting package. Topics include invoicing and purchasing transactions; accounts payable and receivable; cash receipts and disbursements; job costing and reporting.

### PD 200 CAREER DEVELOPMENT & CLIENT SERVICES
This course provides a critical examination of issues embedded in the practice of providing client service. Topics include research about best practice in customer service and communication techniques; psychologically based methods for dealing with the management of customer complaints; and the roles of a customer service employee and supervisor within ethical boundaries and common business practice. This course deals with the development of the student’s career path, including job search skills.

### AC 102 ACCOUNTING I
This introductory accounting course provides the practical application of the concepts and principles of the accounting cycle for service and merchandising businesses. Topics include an overview of accounting concepts and procedures; analyzing and recording transactions; beginning the accounting cycle by journalizing, posting, and working with the trial balance; using worksheets, financial statements, and adjusting entries; completing the accounting cycle with adjusting, closing, and post-closing trial balance; working with cash and its control; working with accounting systems, journals, and internal controls; and payroll concepts and procedures.

### AC 201 INTRODUCTION TO PAYROLL & PAYROLL SOFTWARE
This course introduces students to the function, objectives, and responsibilities of the payroll department while providing the practical application of payroll principles using QuickBooks. The federal, Ontario, and Quebec employment standards relating to the payroll process are detailed. Topics include payroll processing methods; hours of work; leaves; terminations; payroll deductions; taxable benefits; pension plans; employment insurance premiums; income tax; calculating net pay; and records of employment.