

# Business Administration

Diploma



*Do what you love... Love what you do... Do what you love... Love what you do... Do what you love... Love what you do... Do what you love...*

## GETTING DOWN TO BUSINESS

If you are seeking career opportunities in the widespread world of business, the two year Business Administration diploma will work for you. You will not only prepare to take your place as a professional but also develop the fundamental business skills needed to create your future career. The program offers three majors: General business, Accounting, or Marketing and Sales.

### Program Description

The two-year Business Administration Diploma Program is designed to develop business management practices, marketing abilities and accounting skills.

While the primary purpose of the program is to prepare the learner to enter a career in business directly upon graduation, graduates may choose to pursue an applied or a university degree following completion of the Diploma. Olds College has transfer credit arrangements with several universities as well as professional associations for recognition of advanced standing for graduates.

#### Accounting Major

This business major prepares you for a number of dynamic opportunities when you graduate. You can go directly into the careers found in many and varied public and private organizations or you can continue

your education by transferring into a bachelor's degree at another post-secondary institution and work towards a professional accounting designation. Olds College courses are recognized by CGA Alberta and CMA Alberta.

#### General Management Major

This business major will give you a strong grounding in business fundamentals and provide you with the principles, practices, and flexibility you will need to launch and develop a career in the business world.

#### Marketing and Sales Major

Marketing and Sales is the key to all thriving businesses. This business major provides you with the knowledge and skills you will need to create a career success for yourself and contribute to the success of future employers and clients.

*Visit Our Campus!*

**Discovery Day** - October

**Program Preview Days**-  
November, January, February and March

**Open House** - April



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## Career Opportunities

Graduates qualify for positions in a variety of businesses and organizations.

These businesses may be in:

Production ➤

Manufacturing ➤

Wholesale ➤

Retail ➤

Financial and/or other service sectors ➤

Positions may involve:

Accounting ➤

Marketing ➤

Sales ➤

Consultation and management duties ➤

Entrepreneurship may be an alternate career path ➤

## Admission Requirements

### Applicants must have:

- High School Diploma or its equivalent
  - 50% or better in English Language Arts 30-1 or 30-2
  - 50% or better in Pure or Applied Math 20
  - 50% or better in two 20 level subjects or one 30 level subject.
- OR

### Alternate Admissions Status

Alternate Admission Status applies if you do not meet the Alberta high school requirements of the program to which you are applying, or if you received your high school education through home based learning. Alternate Admission Status students may be required to meet specific program admission requirements. To apply under this status, you must submit a transcript(s) showing any completed high school and post-secondary courses, a statement in support of your application outlining aspects of your background and experience that might have prepared you for the program. Documents such as a resume, letters of reference from previous educators or employers, and/or a portfolio of related academic/project work must be included with your application.

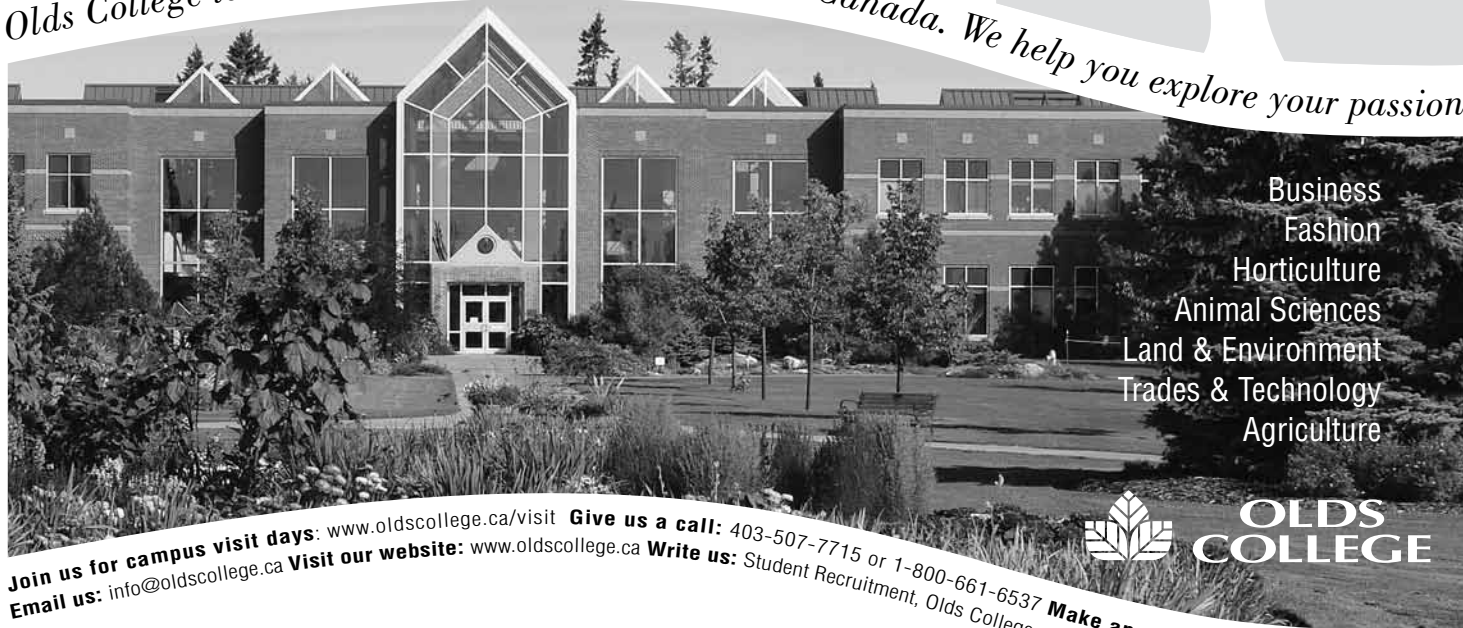
## Business Administration Diploma

### COURSES

- Accounting
- Business Law
- E-Marketing
- Economics
- Finance
- Human Resource Management
- International Marketing
- Organizational Behavior
- Project Management
- Professional Practices
- Business Strategy

For a full listing of program courses and formal transfer agreements visit [www.oldscollege.ca/programs](http://www.oldscollege.ca/programs)

Olds College leads real-life, hands-on education in Canada. We help you explore your passion.



Business  
Fashion  
Horticulture  
Animal Sciences  
Land & Environment  
Trades & Technology  
Agriculture



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Join us for campus visit days: [www.oldscollege.ca/visit](http://www.oldscollege.ca/visit) Give us a call: 403-507-7715 or 1-800-661-6537 Make an appointment for a campus tour  
Email us: [info@oldscollege.ca](mailto:info@oldscollege.ca) Visit our website: [www.oldscollege.ca](http://www.oldscollege.ca) Write us: Student Recruitment, Olds College, 4500 - 50th Street, Olds, Alberta, Canada T4H1R6