

Business Administration

The Business Administration program provides a good overview of all the functions, tasks and positions in the business environment. As a generalist, you'll find yourself managing multiple tasks, projects and people – in whatever area of business you choose.



Fleming College

LEARN | BELONG | BECOME

Program Code: BAD

Credential: Ontario College Advanced Diploma

Start Dates: September, January

Location: Peterborough

PROGRAM HIGHLIGHTS

Want to plan your own education in business, without specializing? The Business Administration program offers a wide variety of business and related courses to suit your career goals.

Our focus on team-based management skills will give you the skills employers are seeking. If you decide, part-way through your program, that you really want to specialize in a specific business area, you can easily switch over to another business program of your choice without loss of credits.

SUCCESS STORIES

"Fleming College provides students with an excellent education. I believe it is the professors and staff who make the difference. They take a keen interest in working with students to create an enjoyable learning environment."

IAN CHURCH, Program Graduate
Partner, Haultain Services, Woodview,
Ontario

WHY CHOOSE FLEMING

This program will prepare you for a career in today's ever-changing world. The EDGE focus within the Faculty of Business, Computing and Hospitality is founded on 4 principles:

Environmental Responsibility: Learn how to contribute to a sustainable future. Ensure your career leaves a green footprint.

Diversity: Work with a variety of people from faculty, administration, students and members of the community. Learn how to be creative and innovative.

Global Perspective: Learn to compete on a level playing field in the global market.

Experience: Gain real experience in your field through case studies, simulations, placements and applied projects.

Develop your EDGE at the Faculty of Business, Computing and Hospitality.

WORK EXPERIENCE

As part of your studies, you will complete a minimum of 140 hours of field placement. Field placement provides an opportunity to gain actual work experience while studying and is mandatory for all business diploma programs. You'll arrange your field placements with the support of your program co-ordinator. This experience in a business or industry will give you the chance to put your education into practice – and provide valuable contacts and a network for future employment.

IS THIS YOU?

Success in this field requires:

- Curiosity about business
- Problem-solving skills
- Analytical and creative thinking ability
- An entrepreneurial spirit

CAREER OPPORTUNITIES

Choose the career direction you want to pursue – since you will have an excellent overview of business, you will be a good candidate for general management positions. As a manager, you are expected to know enough about each area you supervise to be able to manage teams, individuals, and projects effectively. Salaries are varied, depending on whether you work for a non-profit organization, small or a large company, and are generally higher in larger cities.

MINIMUM ADMISSION REQUIREMENTS

Higher Secondary Certificate or Standard XII with a minimum 50% average. Minimum English language proficiency: IELTS: 6.0.

Not for UG degree holders.

CURRICULUM

PROGRAM **CODE**

SEMESTER 1

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|---|----------|
| Business Essentials – A Survival Course | ORGB0003 |
| College Communications for Business and Hospitality Professionals | COMM0078 |
| Introductory Accounting | ACCT0072 |
| Introductory Computing | COMP0345 |
| Marketing | MKTG0014 |
| Math Fundamentals for Business Studies | MATH0011 |

SEMESTER 2

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| Cash and Investment Decisions | MGMT0159 |
| Communicating at Work for Business and Hospitality Professionals | COMM0148 |
| Human Resources Administration | MGMT0007 |
| International Trade | INTL0004 |
| Operations Management | BUSN0020 |
| Developing Effective Teams | ORGB0013 |

SEMESTER 3

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| Business and Contract Law | LAWS0004 |
| Contemporary Management Skills | ORGB0007 |
| International Business | BUSN0011 |
| Macroeconomics | BUSN0013 |

CHOOSE TWO OF:

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| Basics of Importing | INTL0001 |
| Customer Service Management | BUSN0062 |
| Effective Sales Techniques | MKTG0008 |
| Occupational Health and Safety | MGMT0015 |
| Recruitment and Selection | MGMT0017 |

SEMESTER 4

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| Business Statistics and Quantitative Methods | MATH0046 |
| Field Placement I (BAD/GBE) | FLPL0136 |
| Intermediate Computer Applications | COMP0103 |
| Microeconomics | BUSN0018 |

CHOOSE TWO OF:

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|--------------------------------|----------|
| Effective Problem Solving | ORGB0008 |
| Marketing Communications | MKTG0017 |
| Principles of Buying | MKTG0022 |
| Retail Essentials | MKTG0027 |
| Speaking Effectively to Groups | COMM0031 |

SEMESTER 5

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| Communications – Report Writing | COMM0006 |
| Negotiating Skills | ORGB0009 |
| Organizational Theory, Structure and Design | BUSN0021 |
| General Education Elective | |

CHOOSE TWO OF:

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|---------------------|----------|
| Basics of Importing | INTL0001 |
| Career Search | BUSN0027 |
| Consumer Behaviour | MKTG0005 |
| New Ventures | BUSN0061 |

SEMESTER 6

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| Corporate Social Responsibility: Ethical Conduct of Business | MGMT0066 |
| Enterprise Resource Planning | MGMT0139 |
| Field Placement II (BAD) | FLPL0137 |

CHOOSE THREE OF:

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|---------------------------|----------|
| Effective Problem Solving | ORGB0008 |
| Internet/Direct Marketing | MKTG0012 |
| Marketing Communications | MKTG0017 |
| Principles of Buying | MKTG0022 |
| Retail Essentials | MKTG0027 |
| Training and Development | MGMT0018 |
| Transportation | INTL0006 |