

Business Administration – Accounting

BA - 101 BUSINESS COMMUNICATION

Business Communication teaches you how to plan, organize and write correct and effective “reader friendly” business documents appropriate for use in today’s global business environment. You will learn how to write business letters, memo’s, reports and electronic messages. Emphasis will also be placed on proper grammar, punctuation and sentence structure.

BA - 102 CAREER MANAGEMENT

This course is designed to prepare Students for a 2 week On Job Training and for continued success in a business environment. Students will prepare a resume, research employment opportunities, prepare and apply for jobs, undertake a job interview and evaluate their own performance in the job application process.

BA - 105 ADMINISTRATIVE PROCEDURES

This course addresses the role of Office Administrator. Students will gain knowledge with practical experience in topics such as locating, selecting, organizing, presenting and distributing information; managing office supplies and equipment. This is a “hands on” course in which students will integrate computer, document formatting and communication skills with knowledge of the administrative process.

BA - 110 ACCOUNTING PRINCIPLES I

This course will focus on the theory and practice of recording and reporting of financial transactions for the purpose of preparing Financial Statements. Topics include Accounting Cycle, Assets, Balance Sheet, Inventory, Receivables and Capital Assets. Analyzing Financial Statements and cash flow will also be covered.

BA - 111 ACCOUNTING PRINCIPLES II

This course will focus on accounting for various types of businesses, such as partnership, sole proprietor and corporations, as well as liabilities and equity portions of the balance sheet. This course will build on BA110 and cover more complicated and diverse transactions and accounting issues

BA - 115 COMPUTERIZED ACCOUNTING

This course will introduce students to computerized accounting, using Simply Accounting. Students will learn how to set up procedures and complete a variety of transactions related to General Ledger, Accounts Receivable, Accounts Payable and Inventory.

BA - 120 ACCOUNTING PROCEDURES

This course will introduce students to the concepts and practices of financial accounting. Students will learn how to record various transactions that cover all areas of a business, from sales to accounts receivable, payable etc. Bank Reconciliation, Journal Entry's, sales taxes and petty cash will also be covered.

BA - 125 INTRODUCTION to KEYBOARDING

This course will introduce students to touch keyboarding, and how to be effective and efficient at it. The goal will be to have students type accurately to a speed of at least 30 words per minute.

BA - 130 BUSINESS LAW

This course will provide general overview of legal aspects of business. The law concerning contracts in various situations will be dealt with. The course is designed to give the student an understanding of business law, including consumer protection legislation, and the general legal climate in Canada.

BA - 140 MANAGEMENT

The course will introduce students to management principles, as well as a variety of skills and technique. Topics covered will include organizational structure, planning, strategy, and the process of management decision making.

BA - 140 PAYROLL

This course is intended to provide students with a solid understanding of Canadian payroll practices and procedures. Payroll deductions, payroll taxes, remittances and payroll allowances and benefits to employees will be covered. Calculating net pays with all the deductions will also be covered, as well as records of employments, payroll record keeping and payroll journal entries.

BA - 150 HUMAN RESOURCES

This course introduces the student to the work performed by human resource practitioners. Students explore the concepts pertaining to human resource management, such as staffing, labor relations, total compensation issues, organizational development, staff training, and work place health and safety.

BA - 160 ADVANCED EXCEL and BUSINESS MATH

This course will introduce students to a variety of business problems requiring mathematical solutions. The solution to these problems will be accomplished with a calculator or spreadsheet. The students will also learn Excel to advanced level.

BA - 170 INTRODUCTION to COMPUTERS and SOFTWARE

Computer skills are an essential component of the package of marketable skills provided to Business Administration students. Graduates possess the skills needed to perform word processing, prepare financial spreadsheets, prepare computer-generated visual graphic presentations, establish an information data base, use the Internet, exchange E-mail, and more. The software included in this program is continually changing to remain completely up-to-date. Students will learn the following software topics: MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook. Students are given the opportunity to acquire internationally recognized Microsoft Certifications.

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| Tuition | \$8,658 |
| 1% fee | \$86.58 |
| Books | \$1,190 |
| Student fee | \$95.00 |
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| Total | \$10,029.58 |