

Business Administration (BA)

The Business Administration diploma programs at triOS are **34 weeks**. Business Administrators fill a large number of roles in the small business and corporate worlds. A strong administrative team performs the essential tasks that help organizations to stay efficient and on track.

The Business Administration program at triOS prepares students with the skill set they need to implement processes and procedures in a professional business setting. Students will be trained extensively in Microsoft Office applications, and other relevant software used in the field, integrated projects, human resources, payroll and other key areas.

Program Benefits

- ✓ AME Learning (Accounting)
- ✓ Job Placement Assistance
- ✓ Microsoft Office Professional Suite

Here's a look at some of the courses included in this program:

A

Microsoft Applications

Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Business Communication

B

Accounting & Applications

Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)

C

Human Resources & Business

Human Resources and Payroll, Introduction to Management & Business Law and Ethics

D

Advanced Applications

Advanced Microsoft Word, Advanced Microsoft Excel, Introduction to Databases (Using Microsoft Access), Integrated Projects (Using Microsoft Office)

E

Marketing & Canadian Business

Introduction to Business, Marketing, Customer Service & Sales

F

Advanced Accounting

Advanced Accounting, Sage 300, Introduction to Finance

Choose Your Specialty

Business Administration (Human Resources/Applications Specialist): A B C D

Business Administration (Human Resources/Marketing Specialist): A B C E

Business Administration (Applications/Accounting Specialist): A B D F

Employment and Wage Outlook for Careers in this field:



Employment Rate based on 2021 contactable triOS graduates employed in a related field within 12 months.

Source: workingincanada.gc.ca

NOC Code: 1431/14200, 1442, 1415, 1452 - **Wage data based on NOC Code 1431 and rounded down to the nearest dollar. Average wage does not reflect the starting salary but represents the middle value between lowest to highest wages. Local (or regional) income may vary. Last updated in Jan 2024.

Career Opportunities

Finance Clerk

HR Assistant

Invoice Clerk

Staffing Assistant

Audit Clerk

Employers Who Have Hired triOS Grads



Manpower®



Canada Trust

Other Employers Include:

- OPSEU - Ontario Public Service Employee Union
- Sutherland Global Services
- Saputo Inc.
- Desjardins Group

"I have enjoyed my experience at triOS! I have learned life skills that will help me in my future career. Thank you for the professionalism of all the staff and their willingness to help. I have made many good friends and made networks that will be very useful in my career."

-Pamela G.,

triOS College Business Administration Graduate

Business Administration

Human Resources/Applications Specialist

NOC Code: 1415/14102

Diploma Program Length:

34 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication **8 Weeks**

Advanced Microsoft Word
Advanced Microsoft Excel
Introduction to Databases (Using Microsoft Access)
Integrated Projects (Using Microsoft Office) **8 Weeks**

Introduction to Accounting (Using Sage 50)
Intermediate Accounting (Using QuickBooks) **8 Weeks**

Career Management **1 Week**

Human Resources and Payroll
Introduction to Management Business
Law & Ethics **8 Weeks**

Lab Weeks **1 Week**

Keyboarding - continuous learning throughout the program

Program Highlights Include:

- Registered and approved diploma
- Career services
- Job search assistance
- Alumni program benefits

Admission Requirements:

1. Student has an Ontario Secondary School Diploma or equivalent, OR
Is 18 years of age or older on or before the program begins AND can pass a qualifying test that has been approved by the Superintendent.*
2. The approved qualifying test for this program is the Wonderlic test. A passing score for this program is 14.

*Applicants from other Canadian provinces must be at least 19 years of age and a minimum of 1 year out of high school by the program start date and successfully pass an academic achievement test.

International Students: Please contact us for more detail regarding admissions requirements.

Accreditation Policy:

Like all post-secondary institutions in Ontario, triOS College reserves the right to accept or deny advanced standing into its programs.

Note:

In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on the program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending on the start date.

You can find our Key Performance Indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi.

These are statistics from 2018.



Business Administration Human Resources/Marketing Specialist

NOC Code: 1415/14102

Diploma Program Length:

34 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication

8 Weeks

Introduction to Business
Marketing
Customer Service & Sales

8 Weeks

Introduction to Accounting (Using Sage 50)
Intermediate Accounting (Using QuickBooks)

8 Weeks

Career Management

1 Week

Human Resources and Payroll
Introduction to Management Business
Law & Ethics

8 Weeks

Lab Weeks

1 Week

Keyboarding - continuous learning throughout the program

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These are statistics from 2018.



Business Administration Applications/Accounting Specialist

NOC Code: 1431/14200

Diploma Program Length:

34 Weeks

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint
Business Communication **8 Weeks**

Advanced Microsoft Word
Advanced Microsoft Excel
Introduction to Databases (Using Microsoft Access)
Integrated Projects (Using Microsoft Office) **8 Weeks**

Introduction to Accounting (Using Sage 50)
Intermediate Accounting (Using QuickBooks) **8 Weeks**

Career Management **1 Week**

Advanced Accounting
Sage 300
Introduction to Finance **8 Weeks**

Lab Weeks **1 Week**

Keyboarding - continuous learning throughout the program

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