triOS COLLEGE
BUSINESS ◆ TECHNOLOGY ◆ HEALTHCARE

Let us help you discover a richer, more rewarding career.

Honours Business Administration (HBA)

The Honours Business Administration diploma program at triOS is 60 weeks. It includes an 8-week internship. This program provides you with well-rounded exposure to the professional business environment. Students will learn key elements of business such as developing a business plan, marketing, human resources, business law and ethics, and more.

You will be trained extensively in Microsoft Office applications, integrated projects, and common business practices. You will also create financial statements and learn how to effectively implement management techniques.

Program Benefits

- ✔ Job Placement Assistance
- ✔ Microsoft Office Professional Suite

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

Microsoft Applications

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

Human Resources & Business

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

Accounting & Applications

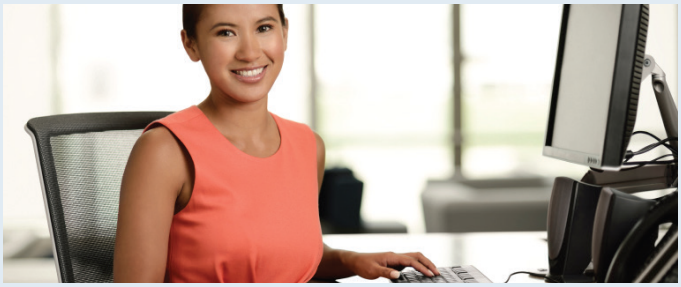
Introduction to Accounting (using Sage 50), Intermediate Accounting (using QuickBooks)

Marketing & Canadian Business

Introduction to Business, Marketing, Customer Service & Sales

Advanced Applications & Accounting

Advanced Microsoft Word, Advanced Microsoft Excel, Introduction to Databases (using Microsoft Access), Integrated Projects (using Microsoft Office), Advanced Accounting Accpac, Introduction to Finance



Employment and Wage Outlook for Careers in this field:

77%
Employment Rate

$23
Average Wage/Hr

$35
High Wage/Hr

Employment Rate based on 2022 contactable triOS graduates employed in a related field within 12 months.
Source: workingincanada.gc.ca
NOC Code: 1431/14200 - **Wage data rounded down to the nearest dollar. Average wage doesn't 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

Executive Office Assistant

Office Administrator

Account Audit Clerk

Human Resources Assistant

Tax Clerk

Employers Who Have Hired triOS Grads

Canada Revenue Agency
Agence du revenu du Canada

Sun Life

TD Bank

Ontario MINISTRY OF HEALTH

Other Employers Include:

- Hydro One
- Enbridge
- Sun Media Corporation
- Mississauga Board of Trades

"The small classes gave me the one on one attention when needed. The program gave me the skills and confidence to change careers successfully."

-Kayla D.,
triOS College Honours Business Administration Graduate

Honours Business Administration + Internship

NOC Code: 1431/14200

Diploma Program Length:
60 Weeks

Microsoft Word Microsoft Excel Microsoft Outlook Microsoft PowerPoint Business Communication	**8 Weeks**
Introduction to Accounting (Using Sage 50) Intermediate Accounting (Using QuickBooks)	**8 Weeks**
Advanced Microsoft Word Advanced Microsoft Excel Introduction to Databases (Using Microsoft Access) Integrated Projects (Using Microsoft Office)	**8 Weeks**
Keyboarding - continuous learning throughout the program	
Advanced Accounting Sage 300 Introduction to Finance	**8 Weeks**
Human Resources and Payroll Introduction to Management Business Law & Ethics	**8 Weeks**
Introduction to Business Marketing Customer Service & Sales	**8 Weeks**
Career Management	**1 Week**
Lab Weeks	**3 Weeks**
Internship	**8 Weeks**

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 16.

*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.