

# BUSINESS ADMINISTRATION

## COURSE OUTLINE

The course consists of various versatile topics. These are covered in both classroom and in the practicum.

- Microsoft Office Suite 2016
- Business Communications
- Business Intelligence
- Introduction to Business Law
- Business Mathematics
- Marketing Fundamentals
- Accounting Fundamentals
- Simply Accounting Sage 50
- Financial Accounting
- Project Management
- Microsoft Project
- Professional Sales
- Payroll Compliance Legislation
- Human Resource Management
- Digital Marketing
- Business Writing
- Statistics Using SPSS
- Business Management
- Business Ethics
- Sage 300 ERP ACCPAC
- Income Tax Fundamentals
- Quick Books
- Payroll Fundamentals
- Job Search Skills

Total Number of Hours:	1900 Hrs. Theory + 320 Hrs. Field = 2220 Total Hrs.
Number of Weeks:	120 Weeks
Program Duration:	3 Academic Years

## PROGRAM SUMMARY

Central College's Business Administration program is designed for a wide range of students and provides a valuable theoretical and practical understanding of the business world and helps students enhance entrepreneurial opportunities, increasing opportunities for employment and job advancement. Students learn how to gather and organize financial and non-financial information and determine the unit cost of a variety of inventorial and non-inventorial cost objects. They also determine the cost structure of a business organization and learn to develop profit management strategies as well. Students will learn how to determine the financial position of a business organized as a partnership and corporation, and the results of its operations and cash flows for a given period in accordance with generally accepted accounting principles (GAAP).

## CAREER OPPORTUNITIES

Successful graduates of the Business Program are fully prepared for careers in international business environment. With your strong foundation in business and accounting fundamentals, and your practical experience in the global business environment, you'll be ready for multiple careers, including exporter, importer, in-trading houses, banks, government agencies and more.


**CO-OP:** Business Administration students complete their education with 320 hours of field placement experience.

**JOB SEARCH WORKSHOPS ARE INCLUDED AS PART OF THE COURSE.**



A proud member of:



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