



International Business Administration

(with co-op) – 2 Years Diploma Program

DURATION
64
Weeks

The International Business Administration Diploma program is designed to prepare students to meet the demands of today's fast-paced business environment. Its objective is to expose students to a vast array of business knowledge, management and administration skills, and practical tools that will assist them in addressing situations within a business-related career.

This program emphasizes business planning and operations, leadership skills, communication techniques, business law and ethics, sales, accounting, project management, entrepreneurship, e-commerce, and employment success strategies.

Graduates of this program are skilled to work in a professional setting, self-employed environment or to operate internationally, which means you will have an entire world of career opportunities!

CO-OP WORK EXPERIENCE:

In addition to the classroom work, students are required to successfully complete 320 hours of co-op work experience to obtain the diploma. The practical experience gained on your structured co-op program is an integral part of your education. The result is increased confidence, new employment contacts and practical work experience.

ADMISSION REQUIREMENTS:

- Ontario Secondary School Diploma (OSSD) or equivalent or
- Mature Student Status (age 18 or older) requires Wonderlic test score 16
- **In addition**, international students with the exception of students from English speaking countries require IELTS score 6 or equivalent.

PROGRAM OUTLINE:

- Business communication skills
- Business mathematics
- Marketing & sales concepts
- Business performance skills
- Strategic plans and business decisions
- Concepts of business laws
- Microsoft office
- E-business strategy
- Project management
- Consequences in business transactions
- Statistical tests to analyze business trends
- Advance accountings fundamentals
- Finance and investment plans
- Micro & macroeconomics

JOB PROSPECTS:

- Business Administrator
- Finance and Accounting Manager
- Corporate Sales Manager
- International Business Development Manager
- Human Resources Manager
- Public Relations Officer
- Import / Export Coordinator
- Manager, E-Business
- Marketing Manager
- Web Communications Manager
- Importer/Exporter
- Product/Sales Manager
- Management/ Advertising Consultants