

# Business Administration



Become proficient with standard office software and build skills in multiple areas of business, including accounting and communications. Qualify for jobs in business, government, and non-profits.

Business administration includes every aspect of running and managing a business or organization. Many departments work together to help a company run smoothly.

Our Business Administration training program teaches the skills today's employers want. Students get thorough training in Microsoft Office software, complete hands-on assignments, and graduate ready to have an immediate impact in the workforce.

 Program Length: **12 months, Includes 8-week internship**

 Program Delivery: **Online**

## ▸ CAREER OUTLOOK

Graduates of Herzing's Business Administration programs are qualified for entry-level roles in many different departments.

### Employment Statistics

80%

Percentage of 2025 Herzing College Available  
Graduates Employed in a Related Field\*

## ▸ PROSPECTIVE JOB TITLES

*Account Manager, Administrative Assistant, Office Manager, Marketing Assistant, Client Services Representative, Sales Representative, Accounting Assistant*

## ▸ PROSPECTIVE EMPLOYERS

*Businesses of all sizes, Community and non-profit organizations, Government offices and agencies, Educational institutions*

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## ▸ ADMISSION REQUIREMENTS

- Minimum of a Canadian provincial high school diploma or equivalent, or a mature student
  - Pass an entrance test administered by Herzing College
  - Be interviewed in detail regarding interest in the field
  - Note: admission to some programs may include additional requirements
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## ▸ STUDY TOPICS

Herzing's Business Administration training covers topics such as:

- Microsoft software, including Excel, Word, PowerPoint, Outlook, and Access
- Creating effective reports and presentations
- Business accounting principles
- Practical sales techniques
- The fundamentals of marketing
- Business ethics