**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, Personal Income Tax, Introduction to Finance
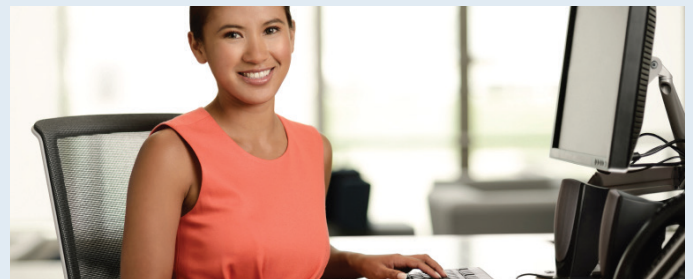
# Employment and Wage Outlook for Careers in this field:

**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**

| | |
|---|---|
| Microsoft Word<br>Microsoft Excel<br>Microsoft Outlook<br>Microsoft PowerPoint<br>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<br><br>(Using Microsoft Access)<br>Integrated Projects (Using Microsoft Office) | **8 Weeks** |

| | |
|---|---|
| Keyboarding - continuous learning throughout the program | |

| | |
|---|---|
| Advanced Accounting<br>Personal Income Tax<br>Introduction to Finance | **8 Weeks** |

| | |
|---|---|
| Human Resources and Payroll<br>Introduction to Management<br>Business Law & Ethics | **8 Weeks** |

| | |
|---|---|
| Introduction to Business Marketing<br>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.**

# Course Descriptions

## Microsoft Word
This Microsoft Word course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use Microsoft Word effectively in all aspects of their personal and professional lives. Word is the world's most popular word processing software. Learning how to create, edit, format and print documents, enhance work with formatting, use bullets and numbering, add simple borders, tables, headers/footers, organizing data columns, and styles, are the foundational skills needed in preform in many positions. This course is computer intensive and demands basic computer proficiency and a basic understanding of word processing software. The course combines lecture/demonstration by an instructor with readings, trainings, projects, and a final exam for students to work on in a simulation-based environment. Students are expected to ensure they meet proficiency requirements for working in this environment.

## Microsoft Excel
This Microsoft Office Excel course is created for students to build and validate the skills needed to succeed in today's economy. It also provides students with the skills and knowledge they need to use Microsoft Office Excel effectively in all aspects of their personal and professional lives. Excel is the world's most popular spreadsheet software. Whether you are managing a household or running a small business, Excel will help you develop useful techniques to help business processes. This course is computer intensive and demands basic computer proficiency and a basic understanding of spreadsheet software. Students are expected to make arrangements to meet proficiency needs as necessary.

## Microsoft Outlook
This Microsoft Outlook course is created for students to build and validate the skills businesses need to succeed in today's information economy. It also provides students with the skills and knowledge they need to use to effectively manage e-mails, contacts, calendars, and tasks. Outlook has become the corporate standard electronic personal organizer. These are the foundational skills needed to communicate using Outlook in a variety of positions within and organization. This course is computer intensive and demands basic computer proficiency and a basic understanding of email software. Students are expected to make arrangements to meet proficiency needs.

## Microsoft PowerPoint
This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft PowerPoint. Students will explore the PowerPoint environment and create a presentation, will format text on slides to enhance clarity, enhance the visual appeal, add graphical objects to a presentation and modify them, and finalize a presentation to deliver it.

## Business Communication
This course is designed to give students a basic understanding of communication skills in the business environments. Focus will be placed on both written and spoken communications. Students will review the basic writing process with emphasis on the mechanics of writing. They will also learn the importance of effective spoken communication, deliver an oral presentation, and participate in a mock meeting.

## Introduction to Accounting (Using Sage 50 – formerly Simply Accounting)
In this course students will be introduced to accounting concepts and procedures. Students will learn about debits and credits and how to analyze and record business transactions. In addition, students will look at banking procedures, cash control as well as payroll concepts and procedures, including employee taxes. They will also gain an understanding of the employer's tax responsibilities. In this course, students learn how to set up and interact with the different ledgers in Sage 50 to support small business activities. In addition, students will perform General Ledger, Accounts Payable, Accounts Receivable and Payroll transactions.

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## Intermediate Accounting (Using QuickBooks)

This course completes the accounting cycle and furthers the student's knowledge of accounting procedures in payroll, pay cash and bank reconciliations. Central to this course is the merchandising firm and its accounting cycle, central to this is appropriate valuation of inventory and cost of goods sold calculations. This material will be presented manually are working on paper and using computerized accounting system of QuickBooks.

## Advanced Microsoft Word

Microsoft Word - Advanced provides various tools to allow the student to create and manage long documents with ease. This advanced course focuses on using styles, outlines and inserting references, like table of contents and indexes, and also covers using the mail merge function, templates, protecting and sharing documents, and personalizing the interface. This course is computer intensive, demanding basic computer proficiency and a basic understanding of word processing software. Students are expected to make arrangements to meet proficiency needs as necessary.

## Advanced Microsoft Excel

This course is aimed at students who have completed the Intermediate Excel course who need to learn more complex functions, data manipulation, templates, advanced formulas and functions, securing and sharing tools, pivot tables, and analysis tools.

## Introduction to Databases (Using Microsoft Access)

This course covers the basic functions and features of Access. Students will learn how to design and create databases, work with tables, fields, and records; sort and filter data; and create queries, forms, and reports.

## Integrated Projects (Using Microsoft Office)

This project-based two-week module is designed to help students validate and integrate the Microsoft Office skills developed in previous courses. Throughout the course, students will build a portfolio of documents based on an authentic workplace scenario. Students will be required to work with a database in Access, analyze data in Excel, create relevant documents in Word, and build a presentation in PowerPoint. By the end of course, students will be prepared to handle varied business projects using the Microsoft Office suite.

## Advanced Accounting

In this course, students will build on principles learned in the intermediate accounting courses. Students will be introduced to more advanced concepts regarding assets and liabilities including accounting for bad debt, depreciation and long-term assets, cash flow analysis, and temporary and long-term investments. In addition, students will learn how to record the effects of partnership and corporate activity and analyze financial statements for decision-making.

## Personal Income Tax

The course examines contemporary income tax policies, rules, and legislation concerning individual taxation. You will apply your foundational understanding of income taxation principles and practices, gaining hands-on experience in preparing tax returns. Practical application of the law to real-world issues is emphasized through exercises, problems, cases, and tax preparation software.

## Introduction to Finance

Financial management has evolved into a focus on managing financial assets more efficiently. Students will learn about the objectives of financial management as well as planning and budgeting. Sources and forms of financing will also be discussed.

## Human Resources and Payroll

This course focuses on the role of management in the staffing and development of human resources. Topics include planning, organizing and staffing issues; how to develop and direct staff; and controlling human resources in businesses. Students will also be introduced to key areas of payroll management and legislation.

## Introduction to Management

This course provides a foundation in the essential of front-line management and supervision. The focus will be on the practical supervisory management's skills and day to day problem management by addressing the key functions of management and ethical decision-making Topics include leadership, controlling, planning and organizing, team management, motivation, strategy, processes, style and information.

## Business Law & Ethics

This course provides a study of the Canadian legal system and its effect on business and business organizations. Topics include business law, contracts and sales, torts, consumer protection issues, employment issues, the regulation of business organizations, finance and debtor and creditor law. On completion the student will know about the various important areas of law impacting business and be able to apply the same in day-to-day decisions.

## Introduction to Business

This course seeks to develop students' knowledge and understanding of the competitive business environment, and how businesses respond in order to be successful to changes in the fluid business environment. Students will be able to develop an understanding ethical issues and economic challenges. The role of leadership and the importance of enterprise in any business structure. They will engage in HRM systems, identify what motivates and demotivates workers. Students will learn the importance of focusing customer needs to develop marketing mix that will appeal to those customers.

## Marketing

This course provides a practical and managerial approach to the principles and applications of marketing in organizations and in the marketplace. Topics include the marketing process and strategic planning; the global marketing environment; developing marketing opportunities and strategies; developing the marketing mix through product development, pricing strategies, sales management, distribution channels and promotion techniques and managing marketing through customer relationships, social responsibility and marketing ethics. A marketing plan will be used to enhance application of learning.

## Customer Service & Sales

Dealing with customers in the modern workplace can be a challenging experience. It is vital that any CSR has an understanding of who customers are and what they need and want. They need to be able to work with those customers and deal effectively with their complaints and their anger. This course teaches outlines the basic needs and personalities of customers today and outlines the reasons behind customer complaints and what turns them away. Listening, empathy and patience are two important characteristics of any Customer service representative. The course also explores the personal selling process and highlights how a company generates and qualifies leads. How to question a customer to gain understand of their needs, as well as specific tactics when addressing consumer objections and also how to close a sale.

## Career Management

Our Career Management program introduces students to the strategies and components of an effective job search, including self-marketing and awareness, skills inventory, job search tools and the job market. The Career Management course is delivered by our on-campus Career Services Team who are there throughout the job search to assist and mentor students towards achieving their ultimate goal of employment in their field of study. Our Team of Career Services Professionals maintain relationships in their communities with key employers and organizations that recognize the value triOS graduates have to offer. The skills learned throughout Career Management at triOS will continue to serve students in their job search as they navigate their new careers.

## Internship

On successful completion of the classroom hours of this program, students will be placed in a 200-hour internship at an outside organization. Students will have the opportunity to apply their newly developed knowledge and skills in a real-world environment.

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