

## **BUSINESS ADMINISTRATION**

(Two Year Post-Secondary Diploma)

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

- Orientation:** College will email dates; will vary by intake (September, January or May).
- Program Dates:** Four 4 month terms, with one 4 month break. Check your registration for exact dates.
- Scheduled Breaks:** One 4 month break, varies by start date. Last week of December and first week of January (two weeks); first week of March (one week).  
Check your registration for exact dates.
- Post-Graduation Work Permit length:** Up to 3 years.
- Schedule:** Monday to Friday as early as 8:00 a.m. and as late as 6:00 p.m.
- Campus Locations:** 1430 Victoria Avenue East, Brandon, Manitoba. See campus information [here](#)  
520 Whitmore Avenue Dauphin, Manitoba See campus information [here](#)

### **What You'll Study:**

All students will complete a "College Foundations" online course to develop the skills and attitudes of a successful Canadian student and employee.

This program gives you a strong base in business knowledge. In Year 1, all students study courses in accounting, communications, economics, human resources, marketing, organizations, personal management and software applications.

In Year 2, you study in one of the following four specializations:

- Accounting
- Financial Services
- Human Resource Management
- Marketing

Year 2 courses expand on concepts from the Year 1 introductory courses. All specializations include a "capstone" course which integrates professional, technical and employability skills developed throughout the program, working in teams to produce a unique business project or solve a complicated business case study.

See course descriptions on the [Business Administration](#) program page under 'Courses and Costs'.

### **How You'll "Learn By Doing"**

Students will participate in a variety of activities such as the following:

- Pair and group discussions
- Projects in the form of case studies or simulations
- Software program use to generate data and reports
- Inquiry based learning, and
- Other "real world" learning tasks

Interact with and learn from community business leaders and instructors with strong industry connections. Hone your skill set through collaborative group work and networking with potential employers.

### What You'll Need to Do to Graduate

- Attend all classes and activities. Arrive on time every day. Participate fully and ask questions.
- Ask instructors or advisors for help when you need it, and ask for help early!
- Purchase all required books and supplies, in time for *first day* of each course.
- This is a "Bring Your Own Device" program. See information about this [here](#).
- Work co-operatively in teams and behave respectfully towards all students, staff, and partners.  
**English only.**
- **No cell phones** during class activity.
- Practice all skills until you can demonstrate "mastery". Complete all homework, review class notes, turn notes into study questions, plan your study schedule, and meet with a partner or group to practice tasks.
- To graduate, you must pass all courses **and** have a grade point average (GPA) of C (60%). Passing many courses with only a D (50%) can make your GPA too low to graduate. Re-testing is generally not an option. If you fail a course, it may not be available again until the following year.
- All English skills (reading, writing, listening, speaking) are important. Evaluation will include tests, group projects, presentations, public events and research papers.
- Complete all evaluations.
- **Do your own work.** Cheating, not referencing sources of your ideas, or using other people's work could result in failing grades/suspension. See Policy A25 from this Academic Policies [link](#).

### How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you frequent and specific feedback on your progress.
- Learning Commons staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff can offer support for personal issues.

### Job Options for Graduates

Graduates are employed in the private and public businesses and organizations like accounting firms, banks, retail shops, service businesses, educational institutions, government offices. Find work in almost any area that you desire: start your own business, work for a start-up company, jump in at the corporate entry-level, or follow your passion contributing to a not-for-profit's mission.

Our connection with professional organizations allows our graduates to join a related professional organization or to gain advanced standing in their professional education programs.

- Chartered Professional Accounting (CPA)
- Chartered Professional in Human Resources Manitoba (CPHR)
- International Institute of Marketing Professionals (IIMP)
- Investment Funds Institute of Canada (IFIC)