Edison College Canada
SINCE 1973
LEARN TODAY, LEAD TOMORROW

Information Kit

Business Administration

Diploma

55 Weeks Program



Program Duration:
Theory: 55 Weeks / 1100 Hours

Delivery Methods:
In-Class/Distance

Campus Location:
Victoria, BC

Program Description

This Business Administration Diploma is a career-oriented program designed to prepare students for the growing Canadian business market. People who are looking to make a strong career in business should opt for this diploma in business administration.
Some of the business administration courses that are offered in this diploma are business law, human resource management, business communications, business management, economics, entrepreneurship, etc.
If you can't attend in person, you can take this diploma online. The graduates of this business administration program can work as sales managers and operations managers. Some of the other possible titles include administration manager, administrative assistant, customer service coordinator or manager, business analyst, supply chain manager, general store manager, etc.

Career Opportunities

- Sales Manager
- Administration Manager
- Operations Manager
- Business Analyst
- Supply Chain Manager
- General Store Manager
- Office Assistant

Estimated Salary

$41,600
Minimum Salary Average Range

$109,990
Maximum Salary Average Range

The annual salaries of Applied Arts Illustrators range from $41,600 to $109,990. The hourly wage range is from $20 to $52.88 per hour, according to the Canadian Job Bank.
The salaries of Applied Arts Illustrators mainly depend on work experience, type of employer, and the province where the worker works. Some provinces, like Quebec, British Columbia, and Ontario, have higher salaries compared to other provinces and territories.

Admission Requirements

- High school graduate or equivalent or mature student status (19 years or older prior to starting the program)
- Secondary education (grades 8–12) completed in English in a country where English is one of the principal languages of instruction.
Language Proficiency Requirements
Overall minimum IELTS (Academic) score of 5.5, overall minimum TOEFL score of 46 (only TOEFL iBT is accepted), overall minimum CAEL score of 40, overall minimum CELPIP score of Listening 6, Reading 5, and Writing 5, and overall minimum Duolingo English Test (DET) score of 95.
The Accuplacer assessment may be accepted only under the following conditions:
- English is the program's language of instruction, and
- The applicant is a mature domestic student facing barriers, and
- The applicant cannot access their educational records or cannot provide sufficient evidence of secondary or post-secondary education.
- The applicant provides a signed self-declaration.
- Minimum overall Reading 230 and Writing 230, and WritePlacer: 4.

The PTIRU considers education completed (in English) in the following countries as counting toward an assessment of prior education in English:
American Samoa, Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada, Cayman Islands, Dominica, Falkland Islands, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malta, Mauritius, Montserrat, New Zealand, Nigeria, Seychelles, Sierra Leone, Singapore, South Africa, St. Helena, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Tanzania, Trinidad & Tobago, Turks & Caicos Islands, Uganda, United Kingdom, US Virgin Islands, USA, Zambia, and Zimbabwe.





Courses

Business Communications (80 Hours)
This course delves into the essentials of effective business communication, tailored for the Canadian business environment. Students will explore both written and oral communication, focusing on how to analyze audiences, formulate messages, and choose the right tone and style for various business scenarios. The curriculum is designed to improve students' abilities to create clear, concise, and persuasive business documents such as reports, memos, and emails. Additionally, the course offers practical training in oral communication, covering presentations, negotiations, and meetings.

Microsoft Office (80 Hours)
Students who complete this course will be more productive and be able to use all of the features of Microsoft Office products. Students gain proficiency with Microsoft Word, Excel, PowerPoint, and Outlook. Students can improve their Office skills and computer abilities and be ready for the major course topics with this program.

Human Resources Management (80 Hours)
This course provides an in-depth look at Human Resources Management (HRM), focusing on its strategic role in helping organizations achieve their goals within the Canadian business landscape. Students will explore essential HRM functions such as recruitment and selection, training and development, performance management, compensation and benefits, and employee relations. The curriculum aims to equip students with the knowledge and skills needed to manage human resources effectively and ethically, ensuring compliance with Canadian labour laws and best practices.

Business law (80 Hours)
This course offers a thorough introduction to Canadian business law, focusing on how it applies to everyday business situations. Students will learn about the legal framework that governs business activities, including contracts, torts, employment law, and corporate governance. The goal is to equip students with the knowledge and skills to handle legal challenges and make informed decisions in their careers. Through case studies, practical exercises, and discussions, students will gain a solid understanding of legal principles and their real-world applications in the Canadian business environment.

Business Management (80 Hours)
This comprehensive business management course offers students a profound understanding of the essential principles and practices required to manage contemporary businesses effectively. Designed for aspiring managers and business professionals, the course encompasses a broad spectrum of topics, including strategic planning, organizational behaviour, leadership, operations management, human resource management, and financial decision-making.

Economics (80 Hours)
This course offers an in-depth study of economic principles, focusing on both microeconomics and macroeconomics. Students will explore essential economic concepts, theories, and analytical tools used to understand market operations, resource allocation, and the impact of economic policies on businesses and society. The curriculum is designed to build students' analytical skills and economic reasoning, equipping them to address real-world business and policy issues. Through lectures, case studies, and hands-on exercises, students will develop a strong foundation in economics, crucial for various professional and business careers.

Entrepreneurship (80 Hours)
This course delves into the world of entrepreneurship, equipping students with the skills and knowledge to start, manage, and grow a successful business in Canada. Students will explore the entrepreneurial journey from recognizing opportunities and creating business plans to securing funding and managing day-to-day operations. The curriculum encourages an entrepreneurial mindset, fostering creativity, innovation, and strategic thinking. Through lectures, case studies, and hands-on projects, students will gain practical skills to navigate the challenges and opportunities unique to the Canadian business environment.

Financial Accounting (160 Hours)
This course provides a comprehensive introduction to financial accounting, with a focus on the principles and practices essential for accurate financial reporting and analysis in Canada. Students will learn to prepare, interpret, and analyze financial statements according to Canadian accounting standards. The curriculum highlights the role of financial accounting in decision-making and the importance of ethical practices in financial reporting. Through lectures, practical exercises, and case studies, students will develop the technical skills and analytical abilities needed to excel in financial accounting.

Interpersonal Communication (60 Hours)
This course delves into the key aspects of effective interpersonal communication, which are crucial for success in both personal and professional settings within the Canadian context. Students will explore essential communication theories and concepts, focusing on verbal and nonverbal communication, active listening, conflict resolution, and cultural awareness. The course is designed to enhance students' communication skills, helping them build and maintain positive relationships in a diverse Canadian society. Through lectures, interactive activities, and practical exercises, students will develop the skills needed to handle various interpersonal situations with confidence and cultural sensitivity.

Management Accounting (160 Hours)
This course offers a detailed introduction to management accounting, emphasizing its role in supporting decision-making and strategic planning within Canadian businesses. Students will explore key management accounting concepts and techniques, including cost behaviour, budgeting, performance evaluation, and cost control. The curriculum is designed to equip students with the practical skills needed to analyze financial information, manage costs, and contribute to effective business planning. Through lectures, case studies, and hands-on exercises, students will develop the ability to use management accounting tools to enhance organizational performance and achieve business objectives.

Marketing Management & Digital Marketing (80 Hours)
This course provides a comprehensive overview of marketing management and digital marketing strategies, with a focus on the Canadian business landscape. Students will examine key marketing principles, including market research, segmentation, targeting, and positioning, as well as the integration of digital marketing tools and techniques. The curriculum is designed to develop students' abilities to create and implement effective marketing strategies that leverage both traditional and digital channels. Through lectures, case studies, and practical exercises, students will gain hands-on experience in developing marketing plans that drive business growth and adapt to the evolving digital environment.

Organizational Behaviour (80 Hours)
This course offers an in-depth examination of organizational behaviour, focusing on how individuals and groups interact within organizations, particularly within the Canadian business context. Students will explore theories and concepts related to motivation, leadership, team dynamics, and organizational culture. The curriculum is designed to provide insights into how organizational behaviour impacts performance, productivity, and employee satisfaction. Through lectures, case studies, and practical exercises, students will develop the skills to analyze and influence organizational behaviour, fostering effective work environments and enhancing organizational effectiveness.

Student Support Award

$4,000

Note:

Effective October 2026, the Student Support Award is applied toward program tuition fees. Following each disbursement, the applicable portion of the Award will be provided to the student within 6–8 weeks, provided the student meets the required attendance and academic performance conditions.

To remain eligible, students must successfully complete all required courses and the practicum, graduate from the program, and have no outstanding tuition balance.

Students who withdraw, are terminated, or fail the program will not be eligible for the Award and must repay to the College any Award amount that is required to be returned. If not repaid, the amount may be sent to collections, where applicable.

Full Name _____ **Date** _____

Signature _____

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