

Business Administration, Degree/Diploma

Students develop a variety of business discipline skills in the Business Administration Degree/Diploma program. Job-related studies offered in this program include accounting, computer applications, human resources, marketing and payroll management. This program will provide you with a solid foundation on which to build your career in business, especially if you possess great communication skills, are self-motivated and pay attention to detail.

What you can be with your Business Administration Degree/Diploma:

Credit Loans Manager #0122	Payroll Assistant #1432	Accounts Receivable Clerks # 1231	Customer Service Representative #2282
Finance Clerk #1231	Investment Manager #0122	Advertising Coordinator #1122	Program Administrator #4212
Collection Clerk #1435	Communications Coordinator #5124	Research Technician #4163	Citizen Service Agent
Recruiter #1223	Bookkeepers #1231	Product Manager #0611	Accounting Clerk #1231
Insurance Clerk #1212	Real Estate Clerk #0121	Customer Relations Coordinator	Executive Assistant #1411
Sales Administrator	Program Coordinator	Accounts Receivable Administrator #1431	Compensation Advisor #1223
Human Resources #1223	Specialist/Recruiter #1223	Accounts Payable Clerks #1231	Purchaser #1225
Public Relations Representative #5124	Credit Manager #0122	Market Researcher #4163	Cost Administrator
Billing Coordinator #1231	Marketing Coordinator #0611	Branch Administrator	Credit Service Specialist #0122
Bank Teller #1433	Financial Investment Advisor #1112	Legislative Assistant #1222	Purchasing Agent #1225
Venture Capitalist	Advertising Assistant #1452	Employment Counsellor #4213	Account Coordinator
Immigration Officer #1228	Loans Officer #1232	Assurance Promotion Specialist #1122	Media Coordinator #5124
Fundraiser #5124	Management Trainee	Public Relations Officer #5124	

This career/job listing is only a sample of the possible career options; these are certainly not the only career/job options accessible with this degree/diploma. Some of the careers listed require further education.

For career information, enter the four digit number listed below in the Alberta Learning Information Services Website (www.alis.alberta.ca) or the National Occupational Classification Website (<http://www5.hrsdc.gc.ca/NOC/>).

RDC Career Services can help you explore your interests, identify your goals, discuss your career options and job search strategies and discover how to make the most of your education. Email or give us a call to connect with a career counsellor.

RDC Department Information: Business Administration Diploma/Degree rdc.ab.ca/programs/business

With additional education I could be a:

Security Agent, Investment Dealer & Broker #1113	Underwriter #1114	Mortgage Broker #1114	Job Analyst #1121
Finance Manager #0111	Community Relations Officer #6261	Insurance Agent #6231	Professor/Teacher/Lecturer #4121
Bank Manager #0122	Project Manager #0213	Computer & Information Systems Manager #0213	Purchasing Manager #0113
Human Resource Manager #0112	Account Director	Program Officer	Comparative Public Policy Director

Potential employers:

Advertising Agencies	Auditing and Accounting Firms	Banks	Educational Institutions
Government Human Resource Departments	Insurance Companies	Management Consulting Firms	Mutual Funds Investment Firms
Non-Governmental Agencies	Placement Agencies	Public Relations & Advertising Firms	Real Estate Firms

Major Skills Obtained from a Business Administration Degree/Diploma Program

- Interpersonal communication skills (oral and written)
- Engage in ethical practice
- Knowledge of human development & behaviour
- Problem solving skills
- Able to observe, analyze, & interpret information
- Decision making
- Understanding of group dynamics
- Computer literacy
- Marketing
- Time management
- Critical and inferential thinking
- Planning and budgeting

Professional Associations and Sites of Interest

Chartered Professional Accountants cpaalberta.ca
 Canadian Tax Foundation ctf.ca
 Marketing Research & Intelligence Association camro.org
 American Society for Public Administration aspanet.org
 Information Technology Association of Canada itac.ca

RBC rbc.com/careers/index.html
 Red Deer College rdc.ab.ca
 City of Red Deer reddeer.ca
 City of Edmonton edmonton.ca
 City of Calgary calgary.ca

Information adapted from mcgill.ca/caps, alis.gov.ab.ca, and business.mtroyal.ca.