

## Business Administration – Financial Services Major, Diploma

The financial services industry encompasses a wide range of sectors including banking, insurance, investment brokerages, financial planning, wealth management, and mutual funds; however, from banks to brokerages, different employers generally focus on the same entry level core competencies, knowledge, and attributes. Financial services provides the background in business administration in the areas of accounting, finance and financial services, information technology, marketing, economics, statistics and business policy that employers in many sectors are looking for. The duties and responsibilities for an individual in the financial services sector vary depending on the position, the department and the institution the individual is employed with.

### What you can be with your Business Administration – Financial Services Major, Diploma:

Banking and Investment Manager #0122.1	Mortgage Associate #1114.6	Credit/Loans Manager #0122.2	Financial Customer Service Representative #1433
Financial Planner #1114.1	Insurance Adjuster #1233.1	Accounting Technician #1231	Insurance Underwriter #1234
Investment Advisor #1113.1			

### With additional education I could be a:

Internal Auditor #1111.1	Systems Auditor #2171.4	Accountant #1111.2	Economist #4162
Financial Analyst #1112.1	Foreign Service Officer #4168	Chief Administrative Officer #0012	Investment Underwriter #1114.4
Management Consultant #1122.1			

### Potential employers:

Banks	Insurance Companies	Credit Unions
Retail Stores	Hotels	Finance Offices
Investment Brokerages	Colleges	Universities

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](http://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 [rdc.ab.ca/programs/business](http://rdc.ab.ca/programs/business)

## Major Skills Obtained from a Business Administration – Financial Services Major Diploma Program

- Using accounting information for managerial decision making, operating and capital budgets, and product costing
- Methods of collecting, organizing, interpreting, and presenting data
- The effective use of system and productivity software such as spreadsheets, database applications and presentation tool
- Effective management of current assets, working capital, and fixed assets
- Capital budgeting and methods of evaluating capital projects, with emphasis on discounted cash flow techniques
- Knowledge of Stocks, bonds, and other marketable securities, such as exchange traded funds and mutual funds.
- Development of strategic thinking
- Factors that influence human behavior in organizations including perception, personality, values, group behavior, leadership, politics and power
- Knowledge of the terminology, concepts, theory, methods, and limitations of current microeconomic analysis and an ability to understand, analyze, and evaluate the overall performance of an economy
- Conceptual knowledge base to analyze and explain a wide variety of financial products and services available to banking customers
- Ability to calculate loan payments and compare interest costs
- Knowledge of term and whole life, disability, accident, critical illness, and creditor insurance contracts

## Professional Associations and Sites of Interest

Investment Funds in Canada: [www.csi.ca](http://www.csi.ca)  
 Life License Qualification Program:  
<http://www.mtroyal.ca/ProgramsCourses/ContinuingEducation/financial/insurance/>  
 Servus Credit Union:  
[www.servus.ca/Pages/default.aspx](http://www.servus.ca/Pages/default.aspx)  
 RBC: [www.rbc.com](http://www.rbc.com)  
 Edward Jones: [www.edwardjones.ca](http://www.edwardjones.ca)  
 CIBC: [www.cibc.com](http://www.cibc.com)  
 Retire First Ltd.: [www.retirefirst.com](http://www.retirefirst.com)  
 ATB Financial  
<http://www.atb.com/careers/career-resources/Pages/default.aspx>  
 TD Waterhouse: [www.tdwaterhouse.ca](http://www.tdwaterhouse.ca)  
 TD Canada Trust: [www.tdcanadatrust.com](http://www.tdcanadatrust.com)  
 Scotiabank: [www.scotiabank.com](http://www.scotiabank.com)  
 BMO  
<http://www.bmo.com/home/about/banking/careers/career-opportunities>  
 TD Insurance: [www.tdinsurance.com/](http://www.tdinsurance.com/)

Sunlife Financial  
[http://www.sunlife.ca/Canada/sunlifeCA/About+us/Careers?vgnLocale=en\\_CA](http://www.sunlife.ca/Canada/sunlifeCA/About+us/Careers?vgnLocale=en_CA)  
 Investors Group  
<http://www.investorsgroup.com/en/careers>  
 Canadian Western Bank: [www.cwbank.com/](http://www.cwbank.com/)  
 The Co-operators: [www.cooperators.ca/en.aspx](http://www.cooperators.ca/en.aspx)  
 Mooney Insurance Agency Ltd.:  
[www.mooneyinsurance.com/](http://www.mooneyinsurance.com/)  
 State Farm: [www.statefarm.ca/](http://www.statefarm.ca/)  
 ING and McKee Insurance Ltd.:  
[www.ingandmckee.com/](http://www.ingandmckee.com/) AMA: [www.ama.ab.ca/](http://www.ama.ab.ca/)  
 The Great West Life Insurance Company:  
[www.greatwestlife.com](http://www.greatwestlife.com)  
 RBC Wealth Management:  
[www.rbcwealthmanagement.com/](http://www.rbcwealthmanagement.com/)  
 Red Deer College [www.rdc.ab.ca](http://www.rdc.ab.ca)  
 City of Red Deer [www.reddeer.ca](http://www.reddeer.ca)  
 Red Deer County <http://rdcounty.ca/>