



# INFORMATION SYSTEMS BUSINESS ADMINISTRATION ANALYST PRACTICUM PROGRAM

## Program Outline

51 Week Full-Time Diploma Program  
600 Hours of Classroom Instruction  
150 Hours of Practicum  
750 Total Hours in Duration



## PROGRAM DESCRIPTION

In this program students will learn the concepts and methodologies of Information System Business Administration. This program starts with an introduction into Information System Management and the Software Development Lifecycle, illustrating management concepts from an Information Technology perspective.

Students will learn modern financial accounting and bookkeeping practices as well as how to manage enterprise resources. Proficient use of common business tools such as MS Windows, MS Offices Suite and QuickBooks will be taught to students in this program.

Organizational behavior and theory as well as the importance of business decision making will be heavily emphasized within this program so that students develop the appropriate perspective and behavior to conduct themselves within a business environment.

## CAREER OCCUPATION PROGRAM

**NOCs: 1221, 1411, 1432, 0111, 0112, 0114**

This program prepares students for the following career occupations:

Administrative Officer, Office Administrator, Office Manager, Administrative Services Coordinator, Office Services Coordinator, Records Analyst, Planning Officer, Office Administration Clerk, Payroll Administrators, Financial Administrator, Finance Director, Financial Planning and Analysis Manager, Financial Control Manager, Human Resources Administrator, Personnel Director, Recruiting Manager, Human Resources Manager, Administrative Support Officer, Administrative Technician, Budget Analyst, Business Services Officer, Documentation and Projects Analyst, Office Administrative Technician, Operations Officer, Project Administration Officer, Accounting Manager, Account Records Manager, Administrative Manager, Business Manager, Inventory Manager, Records Administrator

## ADMISSION REQUIREMENTS

Admission requirements may not be waived by either the student nor the Canadian College of Technology and Business (CCTB).

No funding may be disbursed to the student or received by CCTB until all admission requirements are met.

Once students enter a contract with the CCTB, payment arrangements, if any, must be met and first payment or payment in-full completed before the first class begins. Payment plan can be offered to a student if student loan is not an option.

### Requirements:

- Good command of English language (See [Language Proficiency Policy](#))



- High school diploma or equivalent from an approved government institution of applicant's home country, or applicant is minimum 19 years of age
- Students are required to bring their own computers to class

## LEARNING OBJECTIVES

After completing this program, students will be able to:

- Demonstrate knowledge about IT business structures and SDLC methodologies
- Utilize MS Office tool suite to create and maintain business level reports, financial documents as well as prepare enterprise level presentations
- Use financial accounting software for creating and maintaining financial records
- Implement effective financial resource management strategies
- Knowledge of different organizational structures and their individual means of operations and behavior
- Employ effective decision making in a business context
- Understand and implement common marketing principles

## PROGRAM EVALUATION METHODS AND COMPLETION REQUIREMENTS

CCTB evaluation methods are projects/assignments, presentations, assessments, quizzes, exams.

Students will be given interim transcripts after two courses are completed, evaluating their performance and the mark to date. Any academic concerns will be addressed with the student at that time.

To complete the program, students must have minimum of 75% attendance rate and a passing grade is 65% for each course and the program in whole.

Exam at the end of each course will have a minimum of 60 questions and 2 hours in duration and will be worth 40% of the course mark. The remaining 60% of the course mark will be assessed by the Instructor, based on projects/assignments completed, presentations completed, participation in class activities, and evaluations of appropriate equipment competencies.

If the course is failed, the student must re-take the course with the next available group/cohort. Re-take fee is \$1100.

Students will take a 4-hour final exam at the end of the whole program that will consist of up to 120 questions and worth 25% of the program mark. Students will be given opportunity to re-take the exam once, to improve the mark. The exam re-take must be completed no later than five days after the result for the first exam is available. Highest mark will count.

The overall grade for the Program is compiled from the accumulated marks of courses and the final exam completed to date. Final grades are posted in the campus on Friday of the following week.



If a final grade of less than 65% in a program is achieved, the student must re-take the program.

(See [Dispute Resolution and Grade Appeal Policy](#))

## PROGRAM DURATION

51 Weeks (750 Hours)

## HOMEWORK HOURS

Minimum 2.5 - 3 hours of homework between lectures are expected.

## DELIVERY METHODS

- In-classroom instruction
- Online instructional videos
- Software hands-on Labs

## TEACHING METHODS

- Lecture Format

## REQUIRED PROGRAM MATERIALS

### Textbooks/Manuals:

- Parsons, J. J., Oja, D., Carey, J., Carey, P., & Ruffolo, L. (2010). New perspectives on Microsoft Windows 7: Comprehensive. Cengage Learning. ISBN-10: 0-538-74600-9; ISBN-13: 978-05387-4600-7
- Shelly, G. B. & Vermaat, M. E. (2016) Enhanced Microsoft® Word® 2013 Comprehensive, 1st Edition. ISBN10: 1-305-50721-5; ISBN13: 978-1-305-50721-0
- Shelly, G. B. & Quasney, J. J. (2014). Microsoft® Excel® 2013 Complete, 1st Edition. ISBN10: 1-285-16844-5; ISBN13: 978-1-285-16844-9
- FlexText for Horngren's Accounting, Volume 1, Tenth Canadian Edition, 10/E. Pearson Education. ISBN-10: 0134576543
- Purbhoo, M. (2013). Using Sage 50 Accounting 2013. Person Education: Toronto Canada. ISBN: 0-13-345197-6
- Edexcel Business Study Guide Level 4 and 5 HND and required materials (Pearson)

Software tools and user licenses will be provided by the CCTB.

Instructors will provide additional educational resources that are specific to the course subject matter that students may use in addition to their class lectures to attain a greater understanding of that subject. These additional resources and/or reference material will be made available online.



Students must have their own computers in class.

## PROGRAM ORGANIZATION

### Course Titles:

1.	Introduction to Information Systems Management	60 Hours
2.	Fundamentals of Business Communications	60 Hours
3.	Computerized Bookkeeping and Financial Accounting	60 Hours
4.	Business Environment	60 Hours
5.	Managing Financial Resources	60 Hours
6.	Organizations and Behaviour	60 Hours
7.	Marketing Principles	60 Hours
8.	Business Decision Making	60 Hours
9.	Research Project	60 Hours
10.	Employment Preparation	60 Hours
	Practicum Placement	150 Hours
<b>Total Program Duration</b>		<b>750 Hours</b>