

BUSINESS MANAGEMENT

(ACS)



2 years
4 semesters

1200 hours
including 210 hours
project/internship

About Program

The goals of the program reflect the general and specific goals of technical training. The Business Management ASC program aims to enable students to develop the skills needed to work as administrative technicians. They will acquire skills in management, finance, marketing, office automation, logistics and international trade. This will enable them to act as versatile administrative technicians, able to assist with document production, product and service marketing (including internationally), organization and various management tasks. More generally, through the concepts to which they will be exposed in class, the learning activities proposed and the internship, they will also develop a behavior appropriate to the integration of the work functions targeted by the program.



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Key Courses

- › Contemporary realities of corporate work
- › Contemporary business management
- › Management applications I
- › Management applications II
- › Accounting I
- › Introduction to finance
- › Budget management
- › Customer service and approach
- › Business law
- › Internal control and quality
- › Inventory management and purchasing
- › International purchasing
- › Project management
- › Demand forecast and purchasing schedule
- › Marketing
- › Marketing II
- › Strategy and international development
- › Internship / Professional integration project



Possible Career Opportunities

Supervise activities related to the administrative field (analysis of operations, acquisition of supplies and services, etc.).

In more detail, the same site lists their main tasks as follows:

1. Supervise office procedures and document management staff.
2. Evaluate and apply new work methods.
3. Prioritize tasks and ensure deadlines are met.
4. Apply policies and practices on the disclosure of records in accordance with applicable laws.
5. Coordinate and plan administrative services (work assignment, needs assessment, maintenance, safety, etc.).
6. Analyze, prepare and manage budgets and contracts.
7. Project planning.
8. Inventory control.
9. Compile data.
10. Write letters, manuals and reports.



Prerequisites

- › Quebec Secondary V or equivalent Highschool
- › English language requirements (NON SDS application route): IELTS 5.0 (nothing less than 5.0 in any individual module) or equivalent accepted test (Duolingo, Matrix, Language Canada accredited members, TOEFL etc...)
- › Exemption: Students having a High School Diploma from native English speaking countries (example: Nigeria, Philippines)
- › French language requirements: A0 to B2.2 French program is mandatory for those students who wish to pursue ASC in English;
- › Exemptions from French program registration: Students are exempt from Matrix College's French language program, if they produce a proof of B2 level third party test / Matrix's online placement test or have a High School Diploma in French from French speaking countries or have a B2 level certificate from Languages Canada accredited members.

MATRIX COLLEGE OF MANAGEMENT TECHNOLOGY AND HEALTHCARE.