Business Office Skills

Diploma

Program Objective

The objective of this program is to provide students with opportunities to acquire and apply office skills and knowledge of business office concepts to meet the demands of today's workplace.

Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

Graduation requirements:
Students must achieve a 75% average to obtain a diploma.

Method of Delivery

Integrated Learning™ System training facilitated by Academy of Learning College facilitators.

Career Opportunities

Career opportunities are almost unlimited. Efficient and responsible Business Office Skills personnel are an integral and invaluable part of today's office environment.

Duties and Responsibilities

- Maintaining computerized filing, inventory, and database systems
- Performing routine bookkeeping tasks
- Processing miscellaneous documentation
- Typing and proof-reading correspondence, reports, etc.

Personal Attributes Required

- Self-motivated
- Dependable
- Cooperative
- Reliable
- Organized

Admission Requirements

Grade 12 or equivalent or Mature Student Status.

Courses are open to any applicant who possesses a good command of the English language and is able to follow instructions.

An admissions interview will be administered to determine if the applicant has the required interest, motivation, and entry-level skills to take this program.

Full-time students must attend the required hours per week as per the course schedule and may do so at times convenient to them.

Competencies upon Completion

Core Courses

- **Keyboarding**
  Minimum 25 words per minute (WPM)
- **Operating Systems**
  Basic level of proficiency in a Windows operating system
- **Word Processing**
  Advanced level of proficiency in Microsoft Word
- **Spreadsheets**
  Intermediate level of proficiency in Microsoft Excel
- **Database Management**
  Basic level of proficiency in Microsoft Access
- **Graphics/Presentation**
  Basic level of proficiency in Microsoft PowerPoint
- **Office Skills**
  Office Procedures Level 1 and Level 2, basic level of proficiency in Microsoft Outlook, Internet Fundamentals, Personal Computer Fundamentals for End Users, and Basic Bookkeeping Level 1
- **Business Skills**
  Customer Service, Business Math, Business Correspondence Level 1 and Level 2, and Grammar Essentials for Business Writing
- **Job Readiness/Employability Skills**
  Job Search and Résumé Writing