



Academy of Learning

CAREER COLLEGE

## Business Office Administration Diploma Program



### CAREER OPPORTUNITIES

- Accounting Firms
- Government Sectors
- Project Management
- Service Industries
- Small / Large Business Administration

**Government Grants and Financial Assistance  
may be available to those who qualify.**

Contact Us: 416-422-5627 | 647-494-5544

Email Us: [info@aolccnorthyork.com](mailto:info@aolccnorthyork.com)

Visit Us: 29 Gervais Drive, North York ON. M3C 1Y9

# Business Office Administration Diploma Program

## 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.

The Business Workplace Skills Diploma program provides students with the opportunity to find out business administration functions and gain the mandatory workplace skills to pursue a career providing a supportive role in businesses of any size.

Accurate and effective communication is the key to success in an workplace setting. Students will learn general workplace procedures, basic bookkeeping, business correspondence and skilled communication skills. Students will additionally gain hands-on expertise with Microsoft applications together with Word, Access, Excel, Outlook and PowerPoint.

## Career Opportunities

Graduates of the Business Office Skills Diploma Program have the knowledge and skills necessary to begin a career in various fields, including:

- ◆ Accounting Firms
- ◆ Government Sectors
- ◆ Project Management
- ◆ Service Industries

## Job Readiness in 19 Weeks!

In only 19 Weeks, you could be on your way to a whole new career. We'll help you find a financial assistance solution that works for you to get you started as soon as possible. Contact us today!

## Duties and Responsibilities

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

## Competencies and Core Courses

- ◆ **Keyboarding**
- ◆ **Operating Systems**
- ◆ **Word Processing**
- ◆ **Spreadsheets**
- ◆ **Database Management**
- ◆ **Graphics/Presentation**
- ◆ **Office Skills**
- ◆ **Business Skills**
- ◆ **Microsoft Access**
- ◆ **Microsoft Excel**
- ◆ **Microsoft Outlook**
- ◆ **Microsoft PowerPoint**
- ◆ **Microsoft Word**
- ◆ **Office Procedures**
- ◆ **Basic Bookkeeping**
- ◆ **Business Correspondence**
- ◆ **Customer Service**
- ◆ **Grammar Essentials For Business Writing**
- ◆ **Keyboard Skill Building**
- ◆ **Job Search And Resume Writing**

## Financial Assistance

Several funding options exist for students, our Financial Aid Officer would be glad to answer any of your questions. Student Financial Assistance Options include:

- ◆ Ontario Student Assistance Program (OSAP)
- ◆ Employment Ontario Second Career Program
- ◆ Interest-Free Monthly Payment Plan Options



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