



Academy of Learning

CAREER COLLEGE

Microcomputer Business Applications Diploma Program



CAREER OPPORTUNITIES

- Graduates of this program have a wide and varied choice of positions available to them within business or office environments.
- Prospective employers include businesses of various size and types.

**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

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

Microcomputer Business Applications Diploma Program

Program Objective

Our Microcomputer Business Applications diploma program prepares students for employment in today's modern office environment. Using only the most current course content, students graduate with the knowledge to meet the challenges of today's highly technical world with the skills currently required by employers. Students will be trained in the most up-to-date and relevant computer software applications in order to support the office's software application needs.

Career Opportunities

Steady job growth has been projected for Microcomputer Software Applications personnel, and a diploma from Academy of Learning College Bay/Bloor Campus opens up a wide variety of opportunities to graduates. Hiring occurs across all businesses and industries, which increases your chances of finding the demanding and rewarding career in PC support that you've been waiting for!

Job Readiness in 23 Weeks!

In just 23 weeks, you'll have the diploma you've always wanted and embark on the path to the financial and personal independence you've always wanted, too! Our classes will give you the knowledge you need to start a new job with confidence. Why wait a moment longer? Contact Academy of Learning College Pape/Danforth Campus today!

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 instruction.



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C A R E E R C O L L E G E

Duties and Responsibilities

Graduates of the Microcomputer Business Applications program have a wide and varied choice of positions available to them within a business or office environment. However, duties they are generally asked to perform include:

- ◆ Updating and extracting data for office support
- ◆ Researching new software
- ◆ Assisting in office technical support
- ◆ Identifying and solving business problems using database, spreadsheet, and accounting software
- ◆ Aiding in the development of projects and business plans using the application software
- ◆ And much more!

Competencies and Core Courses

- ◆ **Keyboarding**
Minimum 25 words per minute
- ◆ **Basic Computer Concepts**
Introduction to Personal Computers
- ◆ **Operating Systems**
Advanced level of proficiency in a Windows operating system
- ◆ **Software Fundamentals**
Basic level of proficiency using the Internet, Microsoft Outlook, and Microsoft PowerPoint Intermediate level of proficiency in Microsoft Access Advanced level of proficiency in Microsoft Word and Microsoft Excel
- ◆ **Business Skills**
Completion of Customer Service
- ◆ **Office Simulations**
Complete three sets of practical applications and drills
- ◆ **Employability Skills**
Job Search and Résumé Writing and Thought Patterns for a Successful Career

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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