



Microcomputer Business Applications Diploma Program



CAREER OPPORTUNITIES

- ◆ Administrative Assistant
- ◆ Office Manager
- ◆ Executive Assistant
- ◆ Data Entry Clerk
- ◆ Office Support Specialist
- ◆ Business Administrator

**Government Grants, Scholarships, and Financial Aid
May be Available For Those Who Qualify**

AOLCC North York Campus:

☎ 647-494-5544
✉ info@aolccnorthyork.com
📍 29 Gervais Drive, North York, ON. M3C 1Y9

AOLCC Oshawa Campus:

☎ 647-494-7766
✉ info@aolccoshawa.com
📍 9 Bagot Street, Oshawa, ON. L1H 1M9

Microcomputer Business Applications Diploma Program

Program Objectives

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.

Duties & 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

Admissions Requirement

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.

Financial Assistance

Several funding options exist for students. 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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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!

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

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 North York & Oshawa Campus today!

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