



Academy of Learning

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



Chinese



English

# Business Office Skills Diploma Program



## CAREER OPPORTUNITIES

- ◆ Accounting Firms
- ◆ Government Sectors
- ◆ Project Management
- ◆ Service Industries
- ◆ Small/Large Business Administration
- ◆ Administrative Assistant
- ◆ Human Resources
- ◆ Office Management
- ◆ Administrator
- ◆ Business Analyst

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



**905-595-7775**



**admission@aolccrichmondhill.com**



**Unit 202, 10909 Yonge Street, Richmond Hill, Ontario. L4C 3E3**

# Business Office Skills Diploma Program

## Program Objectives

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 Office Administration 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. Students will additionally gain hands-on expertise with Microsoft applications together with Word, Access, Excel, Outlook and PowerPoint.

## Delivery Method

Combination of:

- Integrated Learning™ System training facilitated by Academy of Learning College facilitators
- Online/Hybrid

## 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
- Small/Large Business Administration
- Administrative Assistant
- Human Resources
- Office Management
- Administrator
- Business Analyst

## Duties & 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
- Spreadsheet
- 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

## 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)
- Better Jobs Ontario Program
- Interest-Free Monthly Payment Plan Options

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