

Computerized Business Applications

Diploma

Program Objective

This program prepares students to enter and progress in the field of Computerized Business Applications. Upon graduation, the student will have the knowledge to meet the challenges of today's highly competitive world with the skills required by employers.

Career Opportunities

In today's highly technical environment, a skilled Computerized Business Applications Specialist can be an invaluable member of the management team.

Opportunities and compensation in this area are better than ever for those who possess the skills and perform well.

Personal Attributes Required

- Should have an analytical mind with an eye for detail and a general understanding of computer applications.
- Able to perform a variety of administrative functions.
- Excellent communication skills.
- Good interpersonal skills.
- Ability to work independently.
- Self-motivated.

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.

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.

Part-time students may set their own schedules to a minimum of two training sessions per week. These times may be scheduled during the day, evenings, or on weekends.

Method of Delivery

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

Program Notes

Tuition fees include student manuals and all other course material. Financial assistance may be available to qualified students.

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

Competencies upon Completion

CORE COURSES

- **Keyboarding**
Minimum 40 words per minute (WPM)
- **Operating Systems**
Advanced level of proficiency in a Windows operating system
- **Word Processing**
Advanced level of proficiency in Microsoft Word
- **Spreadsheets**
Advanced level of proficiency in Microsoft Excel
- **Graphics/Presentation**
Advanced level of proficiency in Microsoft PowerPoint
- **Data Management**
Advanced level of proficiency in Microsoft Access
- **Office Skills**
Personal Computer Fundamentals for End Users, Office Procedures Levels 1 and 2, Internet Fundamentals, and advanced level of proficiency in Microsoft Outlook,
- **Business Skills**
Business Correspondence Level 1, Customer Service, Grammar Essentials for Business Writing, and Management Fundamentals
- **Employability Skills**
Job Search and Résumé Writing and Thought Patterns for a Successful Career

ELECTIVE COURSES

Students must complete a maximum of 5 credits from the following:

- Office Skills
- Word processing
- Spreadsheets
- Graphics/Presentations
- Accounting

