

Microcomputer Business Applications

Diploma

Program Objective

The Microcomputer Business Applications diploma program offers students the opportunity to acquire skills in the most popular computer software applications that are used in today's business environments. Graduates have the skills and knowledge necessary to function effectively in an office environment and support coworkers' software application needs.

Program Notes

Tuition fees include student manuals and all other course materials. Financial assistance may be available for those who qualify.

Graduation requirements:

Students must achieve a 75% average to obtain a diploma.

Method of Delivery

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

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 sizes and types.

Duties and Responsibilities

- Understand the design and application of PC software and operating systems.
- Provide comprehensive technical skills related to the maintenance and repair of PC hardware.
- Provide support to business colleagues in all aspects of computer software applications.
- Assist in office technical support.
- Update and extract data for office support.
- Research new software.

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 instructions.

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.

Competencies upon Completion

Core Courses

- **Keyboarding**
Minimum 25 words per minute (WPM)
- **Operating Systems**
Advanced level of proficiency in a Windows operating system
- **Word Processing**
Advanced level of proficiency in Microsoft Word
- **Database Management**
Advanced level of proficiency in Microsoft Access
- **Business Skills**
Customer Service and Business Essentials
- **Spreadsheets**
Advanced level of proficiency in Microsoft Excel
- **Graphics/Presentation**
Advanced level of proficiency in PowerPoint
- **Office Skills**
Basic Bookkeeping Level 1, Internet Fundamentals, Personal Computer Fundamentals for End Users, and basic level of proficiency in Microsoft Outlook
- **Job Readiness/Employability Skills**
Job Search and Résumé Writing