

# Business Office Skills

## Diploma

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### Program Objective

The objective of this program is to provide the student with opportunities to acquire and apply office skills and knowledge of business office concepts to meet the demands of today's workplace.

### 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.

### Career Opportunities

Career opportunities are almost unlimited. Efficient and responsible Business Office Skills personnel are an integral and invaluable part of today's office environment.

### Duties and Responsibilities

- Maintain computerized filing, inventory, and database systems.
- Process miscellaneous documentation.
- Type and proof read correspondence, reports, etc.

### 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.

### Personal Attributes Required

- Self-Motivated
- Dependable and reliable
- Cooperative
- Organizational Ability

### 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**  
Intermediate level of proficiency in Microsoft Excel
- **Graphics/Presentation**  
Basic level of proficiency in Microsoft PowerPoint
- **Data Management**  
Basic level of proficiency in Microsoft Access
- **Simulations and Drills**  
Practical Applications – 2 Units
- **Business Skills**  
Business Correspondence Level 1, Workplace Success/Intrapreneurship, and Customer Service
- **Office Skills**  
Personal Computer Fundamentals for End Users, Internet Fundamentals, and Office Procedures Level 1
- **Job Readiness/Employability Skills**  
Job Search and Résumé Writing and Thought Patterns for a Successful Career

