

Diploma Program Length: 34 Weeks
NOC Code: 1431

| | |
|---|----------------|
| Microsoft Office Applications | 8 Weeks |
| Microsoft Word | |
| Microsoft Excel | |
| Microsoft Outlook | |
| Microsoft PowerPoint | |
| Business Communications | |
| Accounting and Applications | 8 Weeks |
| Introduction to Accounting (Using Sage 50 - formerly Simply Accounting) | |
| Intermediate Accounting (Using QuickBooks) | |
| Advanced Accounting | 8 Weeks |
| Advanced Accounting | |
| ACCPAC | |
| Introduction to Finance | |
| Advanced Applications | 8 Weeks |
| Advanced Microsoft Word | |
| Advanced Microsoft Excel | |
| Introduction to Databases (Using Microsoft Access) | |
| Integrated Projects (Using Microsoft Office) | |
| Keyboarding - Continuous Learning Throughout Program | |
| Career Management | 1 Week |
| Lab Week | 1 Week |

Program HIGHLIGHTS Include:

Registered and Approved Diploma

Career Services
Job Search Assistance
Alumni Program Benefits

NOTE: In order to continuously improve our programs, triOS College reserves the right to modify programs at any time. Program delivery order may vary depending on program start date. This diploma program may not be available at all campuses. The program may have additional reading weeks, depending upon start date.

ADMISSION REQUIREMENTS: High School Graduation Diploma or Mature Student Status (18 years of age and academic achievement test passed). In addition, an entrance examination must be successfully passed.

You can find our key performance indicators (graduation rate, employment rate, etc.) at www.triOS.com/kpi. These are older statistics from 2013. triOS College is registered and approved as a Private Career College under the Private Career Colleges Act, 2005.

Diploma Program Length: 34 Weeks

NOC Code: 1415

| | |
|---|----------------|
| Microsoft Office Applications | 8 Weeks |
| Microsoft Word | |
| Microsoft Excel | |
| Microsoft Outlook | |
| Microsoft PowerPoint | |
| Business Communications | |
| Accounting and Applications | 8 Weeks |
| Introduction to Accounting (Using Sage 50 - formerly Simply Accounting) | |
| Intermediate Accounting (Using QuickBooks) | |
| Human Resources and Business | 8 Weeks |
| Human Resources and Payroll | |
| Introduction to Management | |
| Business Law & Ethics | |
| Marketing and Canadian Business | 8 Weeks |
| Introduction to Business | |
| Marketing | |
| Customer Service & Sales | |
| Career Management | 1 Week |
| Lab Weeks | 1 Week |
| Keyboarding - Continuous Learning Throughout Program | |

Program HIGHLIGHTS Include:

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Diploma Program Length: 34 Weeks

NOC Code: 1415

| | |
|---|----------------|
| Microsoft Office Applications | 8 Weeks |
| Microsoft Word | |
| Microsoft Excel | |
| Microsoft Outlook | |
| Microsoft PowerPoint | |
| Business Communications | |
| Accounting and Applications | 8 Weeks |
| Introduction to Accounting (Using Sage 50 - formerly Simply Accounting) | |
| Intermediate Accounting (Using QuickBooks) | |
| Advanced Applications | 8 Weeks |
| Advanced Microsoft Word | |
| Advanced Microsoft Excel | |
| Introduction to Databases (Using Microsoft Access) | |
| Integrated Projects (Using Microsoft Office) | |
| Human Resources and Business | 8 Weeks |
| Human Resources and Payroll | |
| Introduction to Management | |
| Business Law & Ethics | |
| Career Management | 1 Week |
| Lab Weeks | 1 Week |
| Keyboarding - Continuous Learning Throughout Program | |

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